

SCAWSBY SALTERSGATE INFANT SCHOOL



PUPIL ATTENDANCE AND PUNCTUALITY POLICY

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Rationale

Saltersgate Infant School, in conjunction with all schools in the Ridgewood Pyramid, believes that good attendance is essential if children are to gain the maximum benefit from school in acquiring the educational and social skills to equip them for life.

We aim to achieve good attendance by operating an attendance policy within which school staff, parents, the Local Authority Attendance and Pupil Welfare Service and all other appropriate agencies can work together in partnership.

Introduction

Saltersgate Infant School is a successful school and your child plays their part in making it so. We are committed to providing a quality education for all our pupils. This can only be achieved with full attendance and the school will do its best to ensure maximum possible attendance, so that any problems that interfere with good attendance are identified and remedied as soon as possible.

For your child to gain the greatest benefit from their education it is vital that they attend regularly, on time and every day that the school is open. Pupils should only be absent if it is completely unavoidable.

Why Regular Attendance is so important:

Learning: Any absence affects the pattern of a child's schooling and regular absence seriously affects their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at the school is your legal responsibility and permitting absence from the school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: Your child may be at risk of harm if they do not attend the school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend the school on a regular basis will be considered as a safeguarding matter.

Expectations

We expect the following from all of our pupils:

- That they will attend the school every day it is open, achieving a minimum of 97% or above attendance, unless they are genuinely ill
- That they will be appropriately prepared for the day

We expect the following from parents/carers in supporting the Home/School agreement with regards to attendance and punctuality:

- To ensure all pupils attend the school regularly and on time
- To ensure they contact the school immediately whenever their child is unable to attend, using the absence line option when calling 01302 784429
- To ensure that their child is appropriately prepared for the day
- To contact the school in confidence whenever they have a problem concerning attendance or punctuality
- Not to arrange a holiday in term time
- To respond to any attendance letters of concern immediately
- To make every effort to arrange dental and medical appointments out of the school day
- That telephone contact numbers are available and if changed, the school is informed immediately.

Parents can expect the following from Saltersgate Infant School:

- Regular, efficient and accurate recording of attendance.
- The Admin Assistant will note all registration marks in SIMS by 9.15 am.
- Voicemails must be listened to and acted upon by 9.30 am. Emails will also be checked.
- Any child whose whereabouts are unknown must be followed up by 9.45 am. All adults on the child's contact list must be called. If the child's whereabouts cannot be ascertained from any contact then a home visit will be undertaken by a member of staff by the end of lunchtime.
- If the home visit does not provide satisfactory evidence of the child's whereabouts then the Senior Leadership Team will telephone the police.
- Immediate response to problems notified to us.
- Celebrate and reward good and improving attendance through competitions, certificates and outings/events.
- Support when there is a problem of long term illness.
- School will send a letter out to all families at the start of each year clearly outlining the school's expectations for attendance.

The Law relating to attendance

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

(a) To age, ability and aptitude and

(b) To any special educational needs he/she may have Either by regular attendance at school or otherwise'

Furthermore, the Education Act 1996 and subsequent amendments to legislation give schools and Local Authorities the powers to take legal action against parents to enforce attendance at the school they are registered to attend.

The Law relating to safeguarding

Section 175 of the Education Act 2002 places a duty on Local Authorities and Governing Bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and pupils under the age of 18.

Medical

Illness

- If your child feels ill in the morning please provide them with appropriate pain relief/medication and send them to school. Any medication should be handed in to school office, alongside signed consent, who will administer it when required. Your child should be in school if they have a minor illness such as a headache, cold or sore throat. (Refer to Managing Medicines Policy).
- If your child is too ill to attend, then please ring the school office to notify school of any absence. Please ensure that your child returns to the school as soon as possible.

Medical Appointments

A full day's absence will not be authorised for a medical appointment. Please arrange all appointments outside the school day. If the appointment is unavoidable, your child must come to school before and after the appointment.

Absence requests

Requests for absence during term-time

Due to Government legislation, the school is no longer able to authorise any holiday during school time. This absence will therefore be recorded as unauthorised absence on your child's attendance record unless this is deemed to be an exceptional circumstance which would need to be agreed by the Headteacher.

Where a family is known to have siblings at any other school in the Ridgewood Pyramid, a discussion will take place between the two or more schools and an agreed decision will be made.

A Penalty Notice may be issued by the Local Authority following your child's absence. Penalty notices are issued at £60 per parent* (if paid within 21 days) and £120 (if paid within 28 days) for each child. An 'Exceptional Circumstances' application form is available from our school office or our website.

If you do not notify us but we have evidence that your child has been on holiday, a fixed penalty fine may still be issued.

Celebrating and rewarding good attendance

Good and improved attendance is rewarded by the school with various incentives for individual pupils, classes and whole school. These are decided by our School Council and the Headteacher and the nature of rewarding good attendance may change year on year.

Responding to non-attendance

Where we have had no contact from a parent/carer the school will respond in the following manner

- First day telephone contact will be implemented for all pupils by 9.45 am, further attempts at communication may also be made. On different days throughout the week, members of the staff may visit any child who is absent from school
- With continued non-attendance the case will be brought to the attention of the Senior Leadership Team. Further action may include participation in attendance improvement initiatives, home visits and/or meetings between the school, parents/carers and pupils and, if appropriate, other agencies in an attempt to identify and solve the problems which are preventing the pupil from attending school
- Re-integration – the return of a pupil to the school after long term absence requires special planning. The school will work closely with parent/carers to integrate pupils back into school after a long term illness/absence.

Understanding types of absence:

Every half-day absence from the school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of an absence is always required.

Authorised absences are mornings or afternoons away from the school for a good reason like genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the school and/or the Local Authority using sanctions and/or legal proceedings.

This includes:

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Holidays in term time.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular non-attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, excusing them from attending makes the situation worse as it gives the impression that attendance does not matter.

Persistent absence:

A pupil becomes a 'persistent absentee' when they miss **10% (19 days)** or more schooling across the school year for whatever reason. Absence at this level damages a child's educational prospects.

PA (persistent absentee) pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

Absence Procedures for parents/carers

If your child is absent you must:

- Contact us as soon as possible on the first day of absence and each subsequent day by ringing the school on 01302 784429

Personal Details

It is vital that parental details are correct. There are times when we need to contact parents/carers to discuss absence or more importantly to contact a parent in the event of an emergency. Personal information check sheets are distributed at the start of the year and it is the expectation that parents notify the school of any changes in personal contact details.

Moving to a different school or school

It is important that if families decide to send the child/children in their care to a different school/school they must inform Saltersgate Infant School as soon as possible. **Your child/children must continue their education with the school** until their start date at the new school. Schools/academies may be reluctant to take a child onto roll where attendance is low and so it is imperative that they continue to attend.

A pupil will not be removed from the school's roll until we have received confirmation that they have started at the new school/school and the following information has been received and investigated.

- The date the pupil is leaving this school and starting a new school/school

- The address of the new school/school, and confirmation from that school/school that the pupil has been admitted
- The new home address

The pupil's school record will then be sent on to the new school/school as soon as possible. In the case of movement abroad records will be provided for the pupil to take with them.

In the event that the school has not been informed of the above information, the family will be referred to the Local Authority as a 'Child Missing Education'.

The school will complete a 'Common Transfer File' (CTF) for all pupils leaving the school for another school/school.

New pupils

Any parent wishing to apply for a place at the school may do so following our admissions policy.

A whole school approach to supporting attendance at Saltersgate Infant School

Securing good attendance cannot be achieved in isolation, and effective practices for improvement will involve working closely with other Leaders within the school. The Attendance Leader will work alongside the Curriculum Leader, Behaviour Leader, SENDCo and Pupil Premium Leader to facilitate a whole school approach.

The Strategic Approach

Saltersgate Infant School adopts the 5 Foundations of Effective Attendance Practice framework, this is modelled on the work of Professor Katherine Weare. The emphasis is on developing a school culture and climate which builds a sense of connectedness and belonging to ensure all children can attend school and thrive. The approach ensures we prioritise building solid working relationships with children, and parents, prior to escalation. The staged approach we follow ensures we identify triggers early that can lead to poor attendance issues such as mental health issues, lack of trust, communication and relationship breakdowns and the possible lack of networking opportunities both internal (in-school) and external (external agencies).

Aims of the 5 Foundations Strategy

- Increase school Attendance and reduce Persistent Absence to meet set targets.
- Ensure Attendance is well managed within the school, with the appropriate level of resources allocated.
- Enable the school to make informed use of attendance data to target interventions appropriately, focusing on the key demographic groups highlighted in the 2022 DFE attendance paper.

Objectives

- create an ethos within the school in which good attendance is recognised as the norm and every child aims for excellent attendance.
- make attendance and punctuality a priority.
- set focused targets to improve individual attendance and whole school attendance levels.
- embed the 5 Foundations of Effective Attendance Practice framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks with respect to promoting attendance and punctuality.
- record and monitor attendance and absenteeism and apply appropriate strategies to minimise absenteeism.
- develop a systematic approach to gathering and analysing relevant attendance data.

- provide support, advice and guidance to; parents, children and develop mutual cooperation between home and the school in encouraging good attendance and in addressing identified attendance issues.
- Demonstrate, using rewards, that the school recognises good attendance and punctuality are achievements in themselves.



**5 Foundations Of Effective
Attendance Practice**

5 Foundations of Effective Attendance Practice

The main aim of the framework is to ensure the school promotes a culture of good attendance and celebrates success. Ultimately, the framework will ensure there is a culture of feeling safe and school being a place where children want to be.

Positive health and emotional well-being are key factors in improving social development, school attendance and educational achievement. The 5 Foundations of Effective Attendance Practice model promotes, and supports, a whole school approach to mental health and emotional well-being; ensuring SEMH support remains a key driver in improving attendance for all children.

Each Foundation is supported by 5 Key Performance Indicators, these are used to ensure the school can embed the Foundations framework and understand the strategic direction regarding attendance improvement. Each year the school will use the 5 Foundations self-assessment tool to understand what works well and identify what we need to do even better. We then follow the 5 Foundations school improvement process to implement the attendance plan and ultimately improve the lives of children and families we work with.



Foundation 1
Whole School Thinking
Culture & Climate

The school has a fully embedded ethos in which excellent school attendance is expected, developed and nurtured. The escalated approach to supporting attendance is built on foundations of belonging and connectedness.



Foundation 2
Supportive Policies,
Systems and Processes

The approach to improving attendance is built on clear policies, systems and processes. This ensures continuous and sustainable improvement drives attendance practice. The attendance policy is understood by all stakeholders and allows the school to set, and maintain, high expectations to improve the culture of attendance.



Foundation 3
Professional Learning
Staff Development

The school prioritises developing a team of attendance experts, with a shared vision and core purpose. The Attendance Leader delivers bespoke training to support all staff to fully understand their role in improving attendance. External partnerships support attendance improvements through a multi-disciplinary approach for identified children and families.



**Foundation 4
Implement Targeted
Programmes And Intervention**

Data information and analysis direct resources proactively towards key demographic groups and identified individuals. The expert use of data analysis informs decision making at all levels. The attendance process ensures the Attendance Leader understands the reason for attendance concerns, these barriers can then be successfully supported and removed.



**Foundation 5
Connect Appropriately With
Approaches To
Behaviour Management**

Connecting and belonging drives the school approach to supporting attendance. All staff are supported to understand 'deeper roots' regarding poor attendance concerns. The school has developed, and embedded, an effective rewards system to further drive attendance improvements and celebrate success.

DFE: Working Together To Improve Attendance 2022.

From September 2022 the DFE: Working Together to Improve Attendance paper will replace all previous guidance on school attendance except for statutory guidance for parental responsibility measures. The Secretary of State has committed to it becoming statutory when parliamentary time allows (this will be no sooner than September 2023).

The table below identifies how the 5 Foundations of Effective Attendance Practice will underpin the DFE 2022 paper.

DFE Summary of Expectations	 Foundation 1 Whole School Thinking Culture & Climate	 Foundation 2 Supportive Policies, Systems and Processes	 Foundation 3 Professional Learning Staff Development	 Foundation 4 Implement Targeted Programmes And Intervention	 Foundation 5 Connect Appropriately With Approaches To Behaviour Management
Develop a whole-school culture that promotes the benefits of high attendance.	✓	✓	✓	✓	✓
Have a school attendance policy		✓			
Have day-to-day processes to follow up absence	✓	✓	✓		
Monitor and analyse data to identify those that need support		✓	✓	✓	
Engage with families, understand barriers to attendance and work together to remove them	✓			✓	✓
Provide additional support for pupils with medical conditions or SEND			✓	✓	✓
Share information and work collaboratively with others	✓	✓	✓	✓	
A new focus on persistent and severe absence		✓	✓	✓	✓
Find out what the DFE expects from other stakeholders		✓	✓	✓	

Saltersgate Infant School will always work in partnership with our parents

Saltersgate Infant School recognises that poor attendance is often an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in school. Parents should inform the school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional early help that may be required. Safeguarding is a priority, concerns for any child at any time will be reported to the DSL. We will always follow Keeping Children Safe in Education 2022 and our Child Protection Policy.

Some children are more likely to require additional support to attain good attendance, for example, children who are vulnerable, have a medical need or EHCP plan will be monitored and supported in school. We will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent non-attendance developing and monitoring the impact of targeted support.

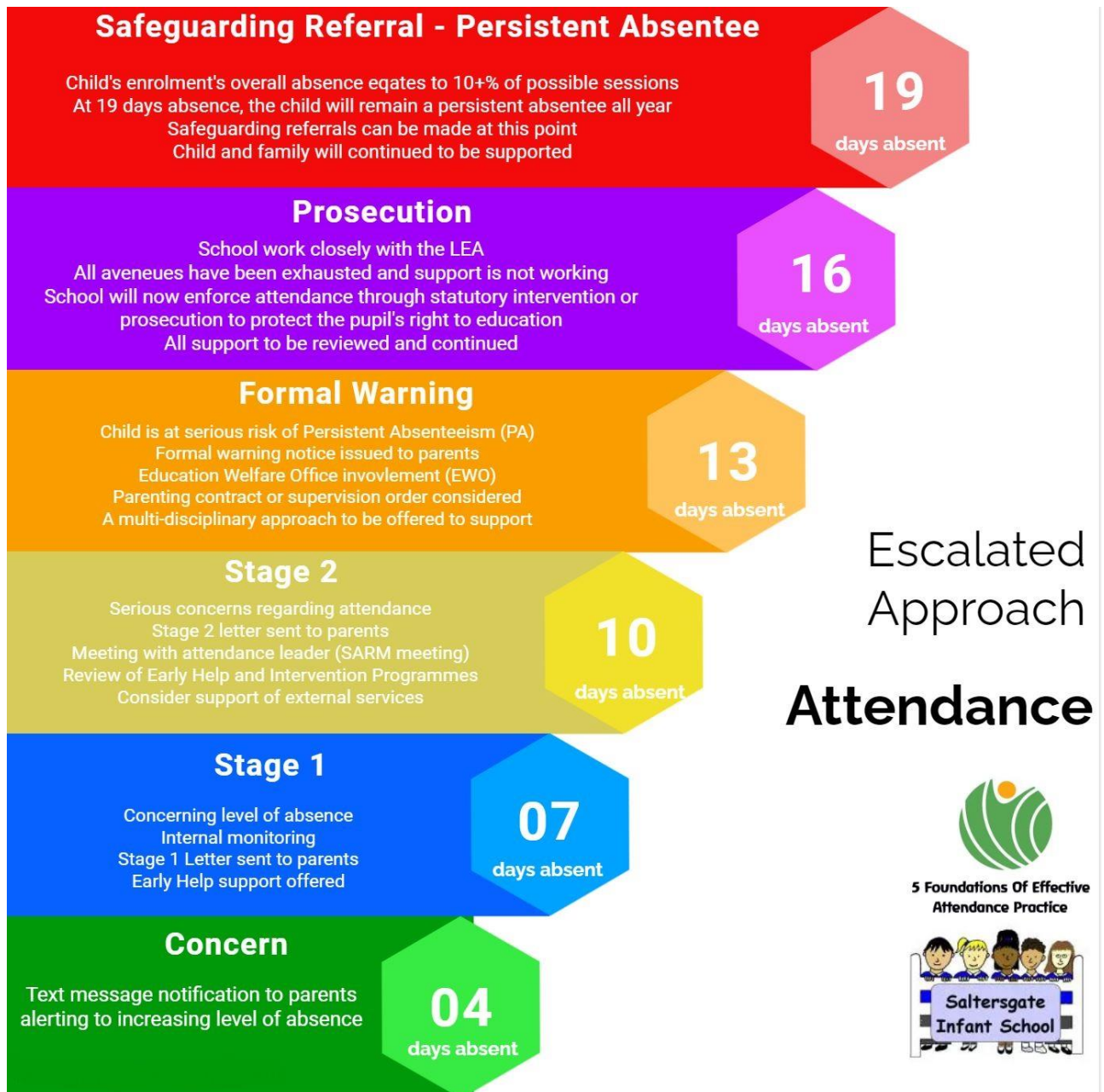
The Attendance Officer will initially:

- Check records, including any from other schools which the child has attended previously.
- Discuss with staff how the child is coping with the curriculum
- Speak to the Special Educational Needs Coordinator to establish whether the child is on the Special Educational needs register.
- Take into account the voice of the child and understand any difficulties, e.g. curriculum or bullying and their views on the issue could be addressed.

Children whose attendance falls below 90% are Persistently Absent from school, where a child falls under 50% attendance the child will be classified as a Severely Absent child. Ultimately this will indicate that all intervention, and support, offered by the school has not made the expected impact to improve overall attendance. Where attendance remains a concern and all other interventions and support have not made a significant impact, we will escalate with external partners.

Escalated Approach to Attendance

We will always support children during each stage of our Escalated Approach to Attendance. If there is lack of engagement, or concerns regarding the reason for absence, we will follow the Attendance Map to ensure we prioritise a child's learning and right to education.



First Day Contact

We expect our parents to make contact at the earliest opportunity on the first day of any absence. We will always contact you via text message or by calling you. Where we have on-going concerns regarding your child's attendance, we will visit your home address and write to you. We may even invite you to meet with a member of staff to discuss any on-going concerns regarding attendance. It is important that you talk to us first; you are legally responsible under Education Act 1996 for ensuring that your child is in school every day and on time. If we cannot make contact with you, we will continue to make announced and unannounced home visits, regarding any concerns we may have surrounding attendance.

Parents are responsible for securing full-time education

Parents are responsible for ensuring their children receive a full-time education. Each situation will be dealt with on an individual basis, fairly and equitably always remembering the welfare and safety of the child is the paramount concern.

The term 'parent' includes those who are not a natural parent but have parental responsibility for the child as defined by the Children's Act 1989 or have care of the child as defined by the Education Act 1996.

- Absence can only be authorised by the school; parents do not have this authority. All absences will be treated as unauthorised unless satisfactory evidence for the child's absence has been received. In the first instance contact from the parent will be accepted as evidence. However, if a child's attendance continues to cause concern, parents may be asked to provide medical evidence where absences occur repeatedly due to reported illness. This will usually be in the form of an appointment card, prescriptions etc. Absence may be coded as unauthorised without evidence.
- Parents should wherever possible make all medical and dental appointments outside of the school day. Where this is not possible, children should attend school for part of the day. Appointment cards should always be provided as evidence of medical/dental appointments.
- Unless parents have provided a satisfactory explanation and it has been accepted by the school absence will not be authorised.

Please view the list of responsibilities and expectations regarding parents.

Examples of unsatisfactory explanations include:

- A child's/family member's birthday.
- Shopping for uniform.
- Having their hair cut.
- Closure of a sibling's school for INSET or other purposes.
- "Couldn't get up".
- Illness where the child is considered well enough to attend school without medical authority and in the absence of a communicable disease.
- Leave during term time taken without authorisation of the school
- Head lice – let the school know and letters will then be sent to all parents in a confidential manner.

Punctuality

The class register will close 10 minutes after the start time for each Year Group:

Class	Doors open	Start Time
Nursery	8:30am	8:45am
Reception	8:50am	9:00am
Year 1	8:40am	8:50am
Year 2	8:45am	8.55am

Children arriving after the close of registration will be recorded as late. Late marks will not be authorised and will count as an absence for the school AM session. Punctuality is recorded and this will be added to your child's record of attendance, a letter will be sent to parents regarding attendance concerns of a child.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if a child has arrived late without justifiable cause, for example they woke up late or were waiting for their uniform to dry.

Transition following long term absence or illness

Absence can significantly interrupt the continuity of children's learning.

During any long-term absence, Saltersgate Infant School will:

- Maintain contact with the child.
- Carefully plan the transition back to school, ensuring your child feels welcome and gains a sense of belonging.
- Ensure the child once again feels safe in school and if they experience any concerns, they will have an appointed member of staff to work with.

- The Class Teacher and Teaching Assistant will support a child when returning to class and help them with any work they may have missed.

Leave during Term Time

From 1st September 2013, the Government amended the England (Pupil Registration) (England) Regulations 2006. Head teachers may only grant leave in 'exceptional circumstances' only. We observe Doncaster Councils 'Leave in Term Time Guidance for schools and Academies'.

Parents wishing to apply for leave during term time must send a written request for the attention of the Headteacher before making any arrangements. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each leave during term time request will be considered on an individual basis.

If a child fails to return and contact with the parent has not been made or received, school may take the child off the school's roll in compliance with the Education (Pupil registration, England) Regulations 2006. This means that the child may lose their school place.

If the permission to take leave is not granted and the child is still absent from school, the absence will be **unauthorised**. In such cases the school may consider legal action.

Only in **exceptional circumstances** will absence be agreed. In such cases, consideration will be given to the cultural needs and the family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the leave needs to be taken during term time.

Using attendance data

Children's attendance will be monitored and shared with other agencies and the DfE.

Weekly attendance meetings will be held between the Attendance Leader and the Senior Leadership Team. Meetings will focus on agreed actions for those children of concern. The purpose of each meeting will be to understand the progress the school is making when supporting identified individuals or groups of children.

Attendance data will be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

It is the responsibility of school Governors to challenge and support the school regarding overall attendance, regular reports will be presented to this body. The governors will therefore examine closely the information provided for them and seek to ensure that our attendance figures are as high as can be.

Persistent Absence

We aim to communicate the importance of attendance with parents and children. We have a particular focus on reducing Persistent Absenteeism at the school. The Persistent Absence threshold for children is currently 10% and Ofsted will use this threshold in its inspection of schools.

The threshold means that any child will be classed as Persistently Absent when they have missed 38 or more sessions. This equates to 19, or more, missed days during the academic year - which is as little as 6 days over each of the three Terms. This also equates to the equivalent of 1 day of absence, or more, a fortnight across a full school year

We will use a 19-day tracking system to make you aware of the number of days your child has missed in education. This will allow us to work together to reduce the number of days and attempt to prevent your child from reaching this number.

Once a child has reached 38 sessions, or 19 days absence, they will be classified as Persistently Absent from school and we will report this to the Local Authority and follow external legal proceedings.

Statutory Duty

Section 7 of the Education Act 1996 states that the parent of every child of compulsory school age receive efficient full-time education suitable to their age, aptitude and ability and any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

In accordance with the regulations regarding pupils' attendance at school, Saltersgate Infant School keeps an attendance register on which at the beginning of each morning and afternoon session children are marked present or absent. The marks are electronically processed and stored on the school's central administrative system SIMS. This information is shared with the Department for Education.

Legal Sanctions

There are several sanctions that school can take to address the issue of non-attendance. To try and identify the reason for absence we will always talk to you first to identify the reason for absence. We will always ensure the escalated process map is followed, focusing on the support a child needs at each stage (please access on the school website). However, for lack of engagement in attendance support there are sanctions that will be followed:

Penalty Notices (Anti-Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A child is absent from school for the purpose of a Leave of Absence in term time and the absence has not been authorised by the school.
- A child has accumulated at least ten sessions of unauthorised absence and further absence has occurred following written warning to improve

Penalty Notices will be used in accordance with Doncaster Council Code of Conduct.

Prosecution

Where intervention through the school's process fails to bring about an improvement in attendance, the local authority will be notified and legal proceedings in the Magistrates Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under section 444/4441 (a) of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring their child's attendance at school.

Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

Schools, trusts and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

Please refer to section 6 of the DFE Working together to improve school attendance 2022 for more information.

Children at risk of Missing in Education (CME)

Children Missing Education (CME) are a vulnerable group of children. All agencies who work with children have a duty to support the Local Authority in ensuring all children are safe and looked after appropriately.

CME includes those children who are **missing** (family whereabouts unknown), and are children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address **and either**

- has not taken up an allocated school place as expected, or
- has 5 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

It is our responsibility as a school to work with the LA Education and Inclusion team, by making referrals.

Celebrating Success

At Saltersgate Infant School we feel it is important to reward children who have achieved good or improved attendance, whilst also acknowledging difficult circumstances that children may find themselves in e.g. *long term or serious illness*.

Each week, classes will be randomly drawn to compete each other for the highest attendance that week. Whichever class has the highest attendance, wins a prize from the 'Attendance Prize Wheel'! The winning class spins the wheel and is awarded that prize; these prizes are decided by the school council e.g. *Mini movie, popcorn party, hot chocolate*

We will invite parents to attend reward assemblies and display their success within the school. We notify parents of our whole school attendance percentage in our newsletter and advise you when we have school attendance campaign weeks.

Saltersgate Infant School will always challenge falling attendance and reward improvements. We are committed to the future of all children that attend Saltersgate Infant School, and by working in partnership with the school community we believe that together we can achieve more!

We can only achieve this by working in partnership with you, if you have any concerns or anything that prevents your child from attending Saltersgate Infant School or if you would like to become involved in our school please contact our Attendance Officer or Family Support worker on familysupport@saltersgate-inf.doncaster.sch.uk

Roles and Responsibilities

Expectations – Parents:

- i Parents are legally responsible for ensuring their children attend the school regularly and may risk prosecution if they fail in this responsibility.
- ii Parents should ensure that their children arrive at school on time, with the correct equipment and in full school uniform.
- iii Parents should support the school by avoiding, if possible, non-emergency medical/dental appointments for their child during school time.
- iv Parents should be aware that they do not have the automatic right to take their child out of the School for a holiday during term time.
- v It is the parents' responsibility to inform the School of the reason for a child's absence on the first day of absence and in line with the School's procedures for informing of absence.
- vi All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their own child. Parents are expected to attend meetings when requested and support the School in responding to ongoing attendance concerns.

Expectations – Children:

- i. All children should aim to have an excellent attendance and punctuality record for which there will be appropriate rewards.
- ii. All children are expected to be on the School site on time and ready to learn. Children are expected to be punctual to all lessons and registration.
- iii. Children who arrive at school late must follow the correct procedures for recording their lateness and entering their lesson.
- iv. Children who need to leave school for a medical appointment must follow the correct procedures for recording that they have permission to leave and have left the building.
- v. Children must not leave the School without permission, 'truant'; this will be seen by the School as a Safeguarding concern as well as a Health and Safety concern.

Expectations - Class Teacher

The Form Tutor and Class Teacher are the key staff members in promoting regular punctual attendance. The Form Tutor or Class Teacher will:

- i. provide a good example by always being punctual to registration and meeting children at the door – providing a welcoming environment;
- ii. keep an accurate and up-to-date register of attendance;
- iii. follow the Attendance Policy procedures when dealing with absences and punctuality;
- iv. maintain swift action and effective communication with year leaders, phase leaders, Assistant Head Teachers and/or School Attendance Leaders on all attendance matters concerning the tutor or class group;
- v. ensure that children and young people are aware of the importance of the school attendance target and their own individual attendance targets - where appropriate assist them in monitoring their own attendance rates;
- vi. ensure children receive rewards in relation to attendance and punctuality success – aligned to the Attendance Policy;
- vii. build a welcoming atmosphere in the classroom and provide support as necessary when children return after an absence.

Expectations - Pastoral team.

The Pastoral team take responsibility for monitoring the attendance of children and regularly promote the importance of attendance and punctuality. They will:

- i. ensure that their team is aware of their responsibilities with respect to promoting attendance and punctuality and adherence to the attendance policy and procedures;
- ii. ensure that rewards and sanctions for attendance and punctuality follow agreed procedures and align to the School Behaviour and Attendance Policy;
- iii. monitor and track the attendance of vulnerable groups;
- iv. monitor the attendance of individual tutor groups and class groups, following up with irregular patterns of absenteeism that are not being effectively addressed;
- v. liaise effectively with the Attendance Leader and work together on ensuring that appropriate action is taken in the management of absenteeism and poor punctuality;
- vi. have attendance as a regular item during pastoral meetings;
- vii. ensure contact is made with parents of poor attendees – always placing support before sanction.

Expectations - Attendance Officer

The Attendance Officer is responsible for regularly checking attendance data and ensuring data is accurate and up to date. The Attendance Officer will:

- i. ensure that data is input daily into the attendance management system;
- ii. ensure that parents of absent children are contacted where notification of absence has not been received;
- iii. respond to any parent seeking support on attendance concerns;
- iv. provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales;
- v. be responsible for disseminating important attendance information including informing the Attendance Leader of which children are of concern; in-line with the agreed procedures and timescales;
- vi. be responsible for keeping a record of the interventions in place to encourage attendance and for generating all documentation including letters to parents;
- vii. be responsible for liaising closely with the Local Authority's Attendance Team to ensure appropriate levels of intervention take place; referrals are made, and attendance meetings are set up;
- viii. be responsible for managing and maintaining attendance records and systems.

Expectations – Attendance Leader

The Senior Leader responsible for Attendance will promote good attendance and punctuality. They will:

- i. regularly meet with their Line Manager reporting on progress and next steps planning;
- ii. attend attendance meetings;
- iii. implement the 5 Foundations of Effective Attendance Practice framework;
- iv. ensure the Foundations action plan is monitored and actioned throughout the school year;
- v. provide training and support to staff;
- vi. participate in pre-legal meetings;
- vii. use attendance data to make links with attendance and academic performance;
- viii. lead attendance reward assemblies;
- ix. ensure that reference to attendance is included in all school documentation e.g. School newsletters, letters to parents, school prospectus, information for booklets;

Relevant legislation

The Education Act 1996

The Children Act 1989

The Crime and Disorder Act 1998

The Anti-social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020 The Education (Pupil Registration) (England) Regulations 2006

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007

The Education (Penalty Notices) (England) Regulations 2007

Relevant government guidance

Parental responsibility measures for attendance and behaviour

Children missing education

Keeping children safe in education 2022

Working together to safeguard children

Elective home education

Alternative provision: statutory guidance for local authorities

Exclusion from maintained schools, academies and pupil referral units in England

Supporting pupils at school with medical conditions

Ensuring a good education for children who cannot attend school because of health needs

Promoting and supporting mental health and wellbeing in schools and colleges

Approaches to preventing and tackling bullying