



Attendance Policy

WHY?

Promoting good school attendance and reducing absence is vital to: promote children's welfare and safeguarding; ensure every pupil has access to full-time education; ensure that pupils succeed and ensure that pupils have access to a wide range of opportunities when they leave school.

WHAT? This policy outlines the **responsibilities of the school and parents** in ensuring that pupils' attendance at the Shireland Hall Primary Academy is as good as it can be.

HOW? Excellent teaching and learning as part of an exciting child-led curriculum (see 'Children Learn When' teaching and learning policy) motivates children to want to attend school.

Accurate registers enable the school to recognise and act upon attendance patterns; all staff follow the Register Protocols which are reviewed and shared with staff at least annually and during staff induction. Registers open at 8:45am and close at 9:15am each morning, then re-open at 1:15pm and close at 1:30pm each afternoon, unless otherwise agreed under exceptional circumstance by the SLT. Daily contact is made with off-site providers when used (e.g. PRU, federated school) to ensure register is accurate.

Recognising and rewarding good attendance:

Individuals

Termly – Children with 100% attendance and punctuality during the last term are awarded a button badge

Yearly – Children with 100% attendance for the year are entered into a draw to win a toy shop voucher

Classes

Daily – Class teachers take registers at the start of morning and afternoon sessions, they discuss attendance and involve children in updating the classroom Attendance Traffic Lights poster daily

Weekly – the class/es in each phase with the highest attendance earn a non-uniform day the following week.

Specific groups are set targets and rewarded as needed to address weaknesses.

Junior Leadership Teams discuss attendance and contribute to decisions about rewards.

Approving absence:

During pupil induction, parents are asked to contact school on a child's first day of absence with a reason. If no reason is given, or further information is required, a phone call is made to parents. If no contact can be made by phone, or further information is needed, a home visit is carried out by the EWO. Once sufficient information has been gained, an absence code is decided on, following DfE guidance (see resources).

Term-time leave:

The Principal can only grant leave during term time in exceptional circumstances, therefore each application is considered individually. If a child has not returned ten school days after the expected return date, the child will be removed from roll. School will authorise a maximum of one day's holiday for each religious festival during term time.

Monitoring and addressing irregular attendance:

The attendance team (EWO, Attendance Leader, Family Support Advisor) review cases where attendance is below 94%. The team monitors whether each child has improved or declined and decides on actions to prevent the child becoming or remaining a Persistent Absentee (<90%). This may include home visits, medical or family support, referring the child to the mentoring team, a Parent Contract meeting or a referral to the LA's Attendance and Prosecution Service, who may then choose to issue a warning letter or a Penalty Notice, or take court action.

WHO? All staff in school are responsible for promoting good attendance

- **Class teachers** discuss and praise good attendance and punctuality daily
- The **Executive Principal** and **Attendance Leader** have overall responsibility for monitoring and improving attendance
- The **Executive Principal** decides which term time leave applications to authorise
- **Junior Leadership Team** discuss attendance
- **Mentors** work with children who are disaffected with attending school
- **Families** support this policy through the home school agreement and by contacting school as soon as possible to explain any absence of their children
- **Family Support Advisors** work alongside the Attendance Leader, EWO and parents
- The **Education Welfare Officer** (EWO) takes on cases where no improvement is made following school interventions
- **Sandwell's Attendance & Prosecution Service** receive referrals and issue warnings and Penalty Notices

Useful Resources:

SHP Attendance Procedures – February 2017

SHP Register Protocols – January 2017

[School attendance: Guidance for maintained schools, academies, independent schools and local authorities](#) (DfE, November 2016)

