



# 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 Shireland Hall Primary Academy is the best it can be.

**HOW? Excellent teaching and learning** as part of an exciting and broad 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; staff follow the Register Protocols which are reviewed and shared at least annually and during staff induction. Registers open at 8:45am and close at 9:15am each morning, then re-open at 1:10pm and close at 1:30pm each afternoon, unless otherwise agreed under exceptional circumstances by the SLT. Children arriving after 8:45am are recorded as 'Late'. Daily contact is made with off-site providers when used (e.g. PRU, federated school) to ensure the register is accurate.

## Recognising and rewarding good attendance:

### Individuals

Weekly – Children with 100% attendance for the week are awarded a gold attendance sticker on Friday afternoon  
Termly – Children with 100% attendance and good punctuality during the last term are awarded a button badge  
Yearly – Children with 100% attendance and good punctuality for the year are entered into a draw to win a voucher

### Classes

**Daily** – Class teachers take registers at the start of morning and afternoon sessions, they celebrate good attendance and involve children in calculating the class attendance each day.

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

**Approving, investigating and responding to 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. Home visits are routinely carried out by the ASP if no contact can be made by phone, further information is needed or to see how a child is. Once sufficient information has been gained, an absence code is decided on, following DfE guidance (see resources). If a child is absent and contact cannot be made with parents directly (by phone or home visit) - and their whereabouts cannot be confirmed by any of the additional named contacts held by school - then the LA CME team is notified immediately. The CME team is also notified if a child is known to have moved out of the area so it not attending, or if a parent enquiring about a school place states that their child is not currently attending a school.

**Monitoring and addressing irregular attendance:** The Safeguarding team are informed about any extended or persistent absence, where there are concerns about a child's welfare a joint home visit will be made by the ASP and a member of the Safeguarding team.

Each week, the Attendance Support Practitioner monitors cases where attendance is below 95%. For children whose absence has increased, actions are taken which aim to prevent children becoming or remaining a Persistent Absentee (<90%). These actions may include sending out concern letters, making home visits, arranging medical or family support, referring the child to the mentoring team or setting up a Parent Contract. If there is no improvement after a minimum of three points of contact, a referral may be made to the LA's Attendance and Prosecution Service.

**Term-time leave:** The Principal will only authorise leave during term time in exceptional circumstances. A leave of absence request form MUST be completed. Periods of unauthorised leave will be referred to the Attendance and Prosecution Service, who may in turn issue a Penalty Notice.

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

- The **Attendance Support Practitioner** checks absence after each register period, carries out first day calling and home visits as well supporting parents with improving their child's attendance.
- **Class teachers** discuss attendance daily, refer concerns to the ASP and award weekly 100% stickers.
- **Attendance Lead** is responsible for monitoring and improving attendance.
- The **Executive Principal** decides which term time leave applications to authorise.
- The **Junior Leadership Team** discuss attendance and have a nominated member to work alongside the Attendance Team.
- The **Wellbeing Team** work with children who are disaffected with school and families who need support.
- Sandwell's **Attendance & Prosecution Service** receive referrals and issue warnings and Penalty Notices.

## Useful Resources:

SHP Attendance Procedures – January 2018

SHP Register Protocols – November 2019

[School attendance: Guidance for maintained schools, academies, independent schools and local authorities](#) (DfE, July 2019)

