Attendance Policy
Holmer Lake Primary School
2022 - 2023

Policy- Document Status			
Date of Policy Creation	**Spring 2021 – reviewed every 1 year**	**Named Responsibility**	Mrs Kumar/Miss France
Date of Policy Adoption by Governing Body		**Autumn 2022**	
Review date:		**Autumn 2023**	

We are proud of our attendance record over time.

Our attendance as a whole school September 2021 – July 2022 was 93%
The national expectation is 96%

Philosophy
Holmer Lake Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a school, we organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible. We will work with parents to help provide support if their child will not attend school.

Our Inclusion Team and Educational Welfare Officer (EWO) play a significant role in supporting parents and children in getting to school on time every day.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school actively promotes and encourages 100 % attendance for all our pupils. We recognise improved attendance through our HERO scheme.

Our school gives a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.
If there are problems which affect a pupil's attendance we investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

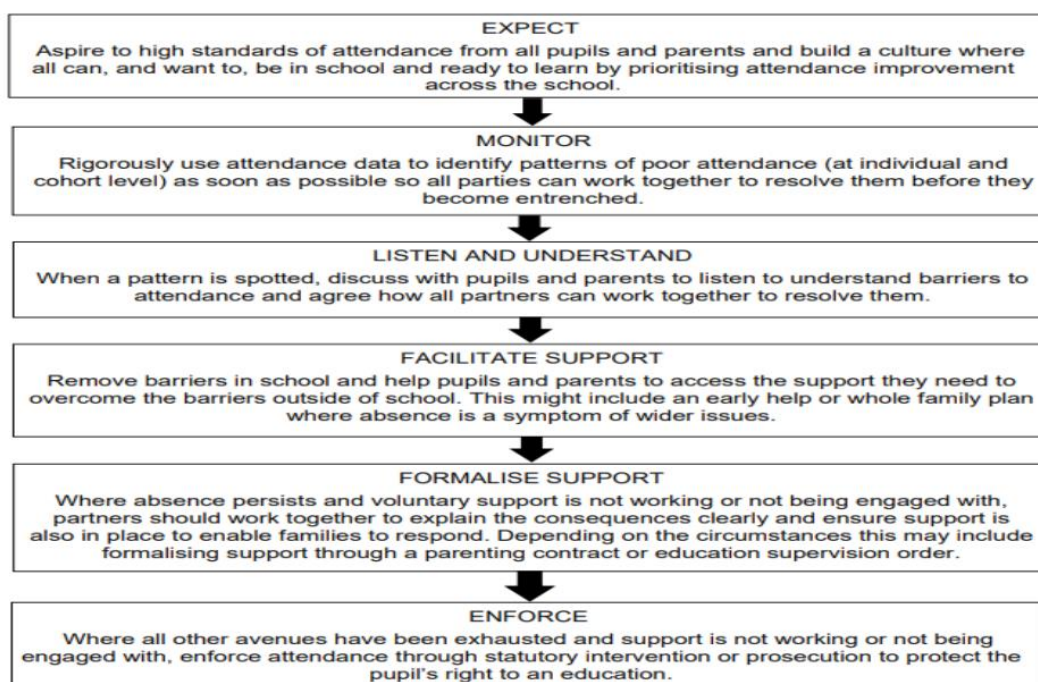We will focus on 3 main points to work together to help improve school attendance

- Clarity of expectation:,
- Earlier intervention:
- Support first

We will focus on the below points to help manage poor attendance:

- Prevention of poor attendance through good whole school attendance management
- Early Intervention to reduce absence before it becomes habitual.
- Targeted reengagement of persistent and severely persistent absent pupils

To report your child's absence please contact the school office on (01952) 387580.

Principles

EXPECT	Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

MONITOR	Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND	When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

FACILITATE SUPPORT	Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT	Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

ENFORCE	Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

All staff training emphasises the importance of attendance for all children, especially pupil premium pupils, to reach their full potential in all aspects of their school and personal life.

The school will:

- ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and education law. Staff take the register at 8:50am and straight after lunch (EYFS/KS1 12:45pm and KS2 1:15pm);
- staff also conduct a head count to confirm the number of pupils present;
- child self-register each morning to be a HERO;
- if a child is absent then the admin team will send a text asking parents to contact school, to report your child's absence. If parents do not contact school, then the admin team will ring the parents;
- stress to parents/carers the importance of contacting staff early on the first day of absence;
- promote weekly HERO winners, weekly class attendance winners and half termly HERO attendance winner's through assemblies;
- attendance percentages will be provided to parents through newsletters and displays around the school and reward good and improved attendance of all pupils;
- individual attendance percentages will be sent home to parents half termly;
- promote positive staff attitudes to pupils returning after absence;

- consult with all members of the school community and the Attendance Support Team in developing and maintaining the whole-school attendance policy;
- ensure regular evaluation of attendance procedures by senior managers and the school governors;
- a specified attendance team meet half termly to scrutinise attendance and impact of intervention, this includes patterns in attendance for groups of pupils including SEND/PPG;
- send regular newsletters to parents and pupils informing them of attendance rates and related issues, additionally update school website with any attendance related issues;
- work towards ensuring that all pupils feel supported and valued. We will send a clear message that, if a pupil is absent, she/he will be missed;
- have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members.

Procedures

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will:

- follow 'First day contact' procedures and contact the parent by telephone/text message;
- request the school's Education Welfare Officer (EWO) and/or the school inclusion manager, to conduct a home visit if no response is received after 3 days of absence, and consider a referral to the *'Children & Family Locality Services'* or contact *'Family Connect',* (T&W Policy is 5 days but as a school we believe it is necessary to make authority aware sooner);
- invite the parents into school for an 'Attendance Concern Meeting' (ACM) after a maximum of 10 days absence, unless other action is planned. This meeting should include a senior member of staff, parent, pupil and the EWO. The aim of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance,
- help the pupil's re-integration where a pupil is returning to school after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then an Individual Reintegration Programme (IRP) will be implemented. The IRP will include all members of the school staff and will be designed to be as supportive of the pupil as possible;
- contact **Family Connect 01952 385385** for further guidance on available support.

In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

To report

Performance

It is important to set realistic targets for both attendance and persistent absence; these targets will be set during the Autumn term of each academic year, in consultation with the governing body. The governing body must approve the school target for attendance to be set for the following academic year. The target should be sent to the Admissions, Attendance and School Organisation by the end of the Autumn term at the latest. In compiling an Action Plan, the school will look at those interventions which have been successful as part of the evaluation process. When evaluating success the school will consider whether or not:

- Attendance has improved
- Persistent absence has reduced
- Punctuality has improved
- Parental response to absences has improved
- Re-integration plans have been successful
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school
- Attendance issues have been included as topics in school assemblies, Personal and Social Education (PHSE) lessons, or as a theme for any other lessons

Practice

- The school will recognise the importance of good practice by:
- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data
- Ensuring prompt follow-up action in cases of non-school attendance
- Liaising closely with the school's NAP/EWO, if appropriate
- Recording (and retaining) carefully, all telephone messages
- A signed copy of any correspondence is retained by the school
- A referral is made to AST (the Attendance Support Team) for intervention
- We encourage medical appointments to be arranged outside of school hours. Any appointments that are attended, evidence to be provided.
- Only in exceptional circumstances will holiday leave be granted in term time. All holiday requests must be completed and sent to the office.

Key notes regarding coding of absence as follows

- Code B should not be used 'for any unsupervised educational activity or where the pupil is at home doing school work'.
- Code F has been withdrawn as the '10 day rule' regarding holidays in term time no longer applies'.
- Any leave of absence is granted entirely at the Headteacher's discretion'. If the leave of absence is unauthorised the regulations do not allow schools to give retrospective approval. If parents do not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Ofsted statutory guidance
- Ofsted guidance makes it clear that 'grey exclusions' are illegal. "Where a pupil is sent home for disciplinary reasons for a part of the school lunchtimes, fixed term exclusion is the only legal method of removal'.
- Informal or unofficial exclusions are illegal, regardless of whether they are carried out with the agreement of parent or carers'.

Key information for our school:

Mrs Kumar – Point of contact for attendance
Class teachers – classroom attendance
Miss Sheriaz/Miss France – Admin for attendance
Pastoral support – Mrs Davies and Mrs Gapper

Registration times:

8.40am doors open for class registration.
8.50am door closes to classroom for registration.
From 8.50am you will need to arrive at the main reception for registration.
Lunchtime registration is between 12.45-1.15pm.

Term dates for this academic year

AUTUMN 2022

PD day (staff only)	Monday 5th September 2022
School starts	**8.40am Tuesday 6th September 2022**
Half-term holiday	Monday 24th October 2022-Friday 28th October 2022
School starts	**8.40am Monday 31st October 2022**
Christmas holidays	Monday 19th December 2022-Tuesday 3rd January 2023

Spring 2023

PD day (staff only)	Tuesday 3rd January 2023
School starts	**8.40am Wednesday 4th January 2023**
Half-term holiday	Monday 20th February 2023 - Friday 24th February 2023
School starts	**8.40am Monday 27th February 2023**
Easter Holidays	Monday 3rd April 2023 – Friday 14th April 2023

Summer Term 2023

PD day (staff only)	Monday 17th April 2023
School starts	**8.40am Tuesday 18th April 2023**
Bank holiday	Monday 1st May 2023
PD day (staff only)	Friday 26th May 2023
Half-term holiday	Monday 29th May 2023-Friday 2nd June 2023
School starts	**8.40am Monday 5th June 2023**
End of school	3.20pm Friday 21st July 2023