

## Attendance

### Context

At St Ebbe's, we want all children to have an **equal opportunity** to flourish and succeed. One of the single biggest factors affecting this is children's attendance rate. In the most recent DfE study, the percentage of children reaching the expected standard at the end of primary school declined by an average of nearly 2% for each *week* children were absent from school<sup>1</sup>. Regular patterns of absence and/or lateness do not just impact the children concerned, but also classmates, teachers and the broader school community, as they disrupt the planning, routines and collaboration on which the school depends.

Additionally, in the UK, parents have a **legal responsibility** to ensure regular attendance; permitting absence from school without a good reason creates an offence in law.

### Policy

- The school's principle aim will be to provide an engaging model of education that gives all children a rich and purposeful experience of school, such that attendance and therefore participation in learning will always be a more attractive option than non-attendance, both for parents and for children.
- Parents/carers should provide the school with 2 or preferably 3 up to date contact numbers. **It is important that you contact us as soon as possible if you change your number.**
- The school will actively promote regular attendance by publicising it as a priority, engaging in close communication and collaboration with parents and carers, celebrating good and improved attendance, and providing regular feedback on school attendance levels.
- Based on historical trends, our expectation is that children should not be absent for more than 4 days per year which equates to 97% attendance.
- When a child's attendance remains consistently below 95%, their parents will be contacted by letter to alert them to a possible attendance issue.
- In cases of persistent absenteeism (when a child misses 10% or more of schooling across the school year for any reason), parents will be notified immediately and a supportive School/Parent Attendance Contract put in place which will be reviewed after 20 days. Attendance which does not improve may be reported to the County Attendance Team.
- Parents/Carers must inform the school if their child is going to be absent **on or before the first day** and provide an explanation for the reason for the absence. If no reason is given within 2 weeks the absence will become unauthorised.
- If parents/carers do not inform the school by 10am, the absence may be considered a safeguarding issue and referred to the Designated Safeguarding Lead.
- When making medical/dental appointments, every effort must be made to ensure appointments are outside school hours but we acknowledge that this is not always possible. The school may request to see a Medical/Dental appointment card or other written confirmation.
- Absence **will only be authorised** when it relates to events such as illness, medical appointments that cannot be taken outside of school hours, emergencies, and similar unavoidable causes.

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<sup>1</sup> See for example [The link between absence and attainment at KS2 and KS4, DfE Research Report, March 2016](#), DfE Research Report, March 2016

- Absence **will be unauthorised** for other events such as family holidays, gatherings, social events, or similar unless there are exceptional circumstances.
- Whenever parents/carers want to withdraw a child/children for non-authorised activities, permission must be sought from the Head Teacher, whose decision will be absolute. Whenever doubt arises, the definition of what constitutes an authorised or unauthorised absence will rest with the Head Teacher.
- The school does not offer flexi-schooling arrangements.
- Please arrive between 8:40am and 8:55am. Arrivals between 8:55am and 9:25am will be marked Late (L). Arrivals after this time will result in a mark which shows they are on site but which may mean they have an unauthorised absence.
- Parents of children who arrive late more than 5 times during a half-term, will receive a letter or be asked to discuss punctuality with the Home School Link Worker or Headteacher who will offer support and advice.

## **Administrative Procedures: Absence**

If no message has been received from the parent/carer, call as soon as possible and by 10am to establish why the child is absent. This should take priority over other office tasks.

If no contact has been made by 10am, inform the DSL as the absence may become a safeguarding issue.

All unauthorised absences should be followed up **until a reason is provided by the parent/carer.**

Absence notes should be recorded on SIMS by teachers and/or office staff.

## **Administrative Procedures: Lateness**

Morning registration will take place at the start of school at **8:55am** am. The registers will remain open for **30 minutes, or until 9:25am.**

Children arriving within this time will be marked Late (L)

Children arriving after this time will be given an appropriate absence code.

Afternoon registration will be at **1:00pm**. Registers will close at **1:10pm**

## **Attendance Monitoring**

The school office will provide the Headteacher with a **daily summary of absent children.**

The Headteacher will monitor and evaluate absence on a **half-termly basis** and assign actions to the Home School Link Worker or other appropriate member of staff.

Contact by letter (generated by SIMS) or telephone will be made with parents on a half-termly basis detailing current attendance for those children whose absence falls below 95%.

Staff will use CPOMS to monitor attendance patterns for children in their class and ensure this forms part of regular conversations with parents at drop-off and pick-up.

It is important that on return from an absence that all pupils are made to feel welcome by all staff.

Attendance below 90% (persistent absenteeism) will be analysed on a case by case basis, and, where appropriate, a parent contract will be issued which will be reviewed after 20 days.

Attendance which does not improve will be reported to the County Attendance Team.

## **Reporting to Governors**

Governors will receive a report via Personnel and Welfare Committee containing the following information:

- Whole school attendance
- Class attendance
- Pupil premium/SEN attendance and current gap
- Proportion of persistent absentees and reasons for absence
- Number of authorised and unauthorised holidays

**This policy has been approved by:**

**Headteacher:** .....

**Chair of Governors:** .....

**Date:** .....

**Date to be reviewed:** .....