



Old Park Primary School & Nursery

Whole school attendance policy

This policy is based on the 'working together to improve school attendance' document that was published by the DFE in May 2022.

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Next Planned Review: Autumn 2024

Person responsible: J Foster

Whole-School Attendance Policy

Key contacts:

Strategic approach to attendance

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Introduction:

The Old Park approach is one where we work in close collaboration with our families to support a culture of good attendance and safety. However, parents/carers are responsible by law for ensuring the regular and punctual attendance of their children. Parents/carers should familiarise themselves with this attendance policy and should work closely with the staff at Old Park to overcome any potential barriers which may affect a child's attendance.

Our framework for a whole-school attendance policy is based on the 5 'Ps' - namely, Philosophy, Principles, Procedures, Performance and Practice.

Philosophy

Old Park Primary School is committed to providing a full and efficient educational experience to 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 are identified and addressed as speedily as possible.

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

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 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 work 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 and consistent punctuality.

Principles

The school will:

- Ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and associated education law.
- Complete registers accurately at the beginning of each morning and during the afternoon session.
- Stress to parents/carers the importance of contacting staff early on the first day of absence,
- Reward good and improved attendance of all pupils.
- 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.
- Send regular newsletters to parents and pupils informing them of attendance rates and related issues, additionally maintain and update information on the school website with any attendance related issues.
- Work towards ensuring that all pupils feel supported and valued. We send a clear message that, if a pupil is absent, they will be missed.
- Have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members, consider remote learning opportunities where necessary.
- Take responsibility for Children not Receiving Education (CNRE), so that school are in regular contact with the pupil and parent, ensuring the pupils safety, working together so that the pupil can resume full time education.
- Monitor and regularly review those pupils subject to a modified timetable, ensuring it is a short-term intervention and have a clear plan for reintegration back into full time attendance at school.

Procedures

Stage 1: Registration

Registration will be carried out at the beginning of the morning and afternoon, with registers closing at 8:55am and 1:35pm. The school uses BROMCOM management information systems (MIS) to record attendance. This allows us to have an accessible, accurate and easy to use record of the data and information relating to the individual pupil, or whole school attendance in the form of data reports.

Stage 2: First day contact

Old Park has a detailed understanding of their pupils and families, and using this knowledge is critical to make sure pupils attend and are safe. We use this information to create a tiered response system to prioritise first day contact by our office staff.

The **green** process is as follows:

- If no contact is received from the parents/carers of an absent pupil on the first morning of absence, we will follow the 'first day contact' procedures and contact the parent/carer by telephone.
- The expectation is that all phone calls are made and logged on BROMCOM by 10:30am.
- Details of the communication will be logged on BROMCOM and if appropriate CPOMS.

The **amber** process is as follows:

- If no contact is received from the parents/carers of an absent pupil on the first morning of absence, we will follow the 'first day contact' procedures and contact the parent/carer by telephone.
- The expectation is that all phone calls are made by 10:00am
- Details of the communication will be logged on BROMCOM and if appropriate CPOMS.

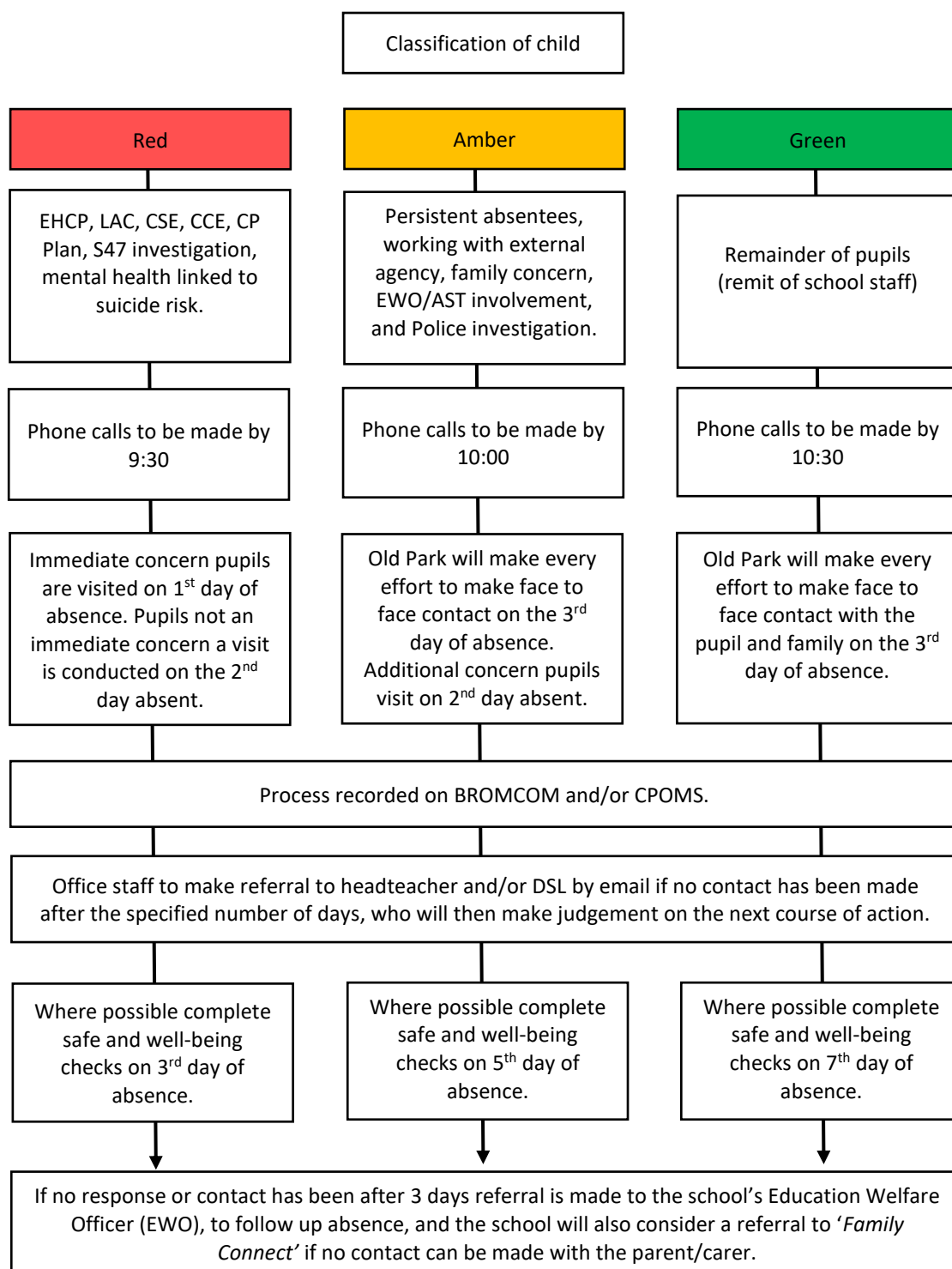
The **red** process is as follows:

- If no contact is received from the parents/carers of an absent pupil on the first morning of absence, we will follow the 'first day contact' procedures and contact the parent/carer by telephone.
- The expectation is that phone calls are made by 09:30.
- Details of the communication will be logged on BROMCOM and if appropriate CPOMS.
- Details of the absence are then sent to the headteacher/DSL by 10:30 if not contact is made who will then decide on the next course of action.

Pupil categorisation system

Pupil category	Definition/criteria	Additional school attendance action
Red	EHCP, LAC, CSE, CCE, CP Plan, S47 investigation, mental health linked to suicide risk.	<p>In addition to the first day contact</p> <p>Old Park will make every effort to make face to face contact with the pupil and family on the 2nd day of absence.</p> <p>Old Park will contact, and update linked external agencies.</p> <p>Old Park will visit pupils/families on the 1st day of absence if they have additional concerns.</p>
Amber	Persistent absentees, working with external agency, family concern, EWO/AST involvement, and Police investigation.	<p>In addition to the first day contact</p> <p>Old Park will make every effort to make face to face contact with the pupil and family on the 3rd day of absence. Pupils with additional concerns will be made on the 2nd day of absence.</p> <p>Old Park will contact, and update linked external agencies.</p> <p>Old Park will visit pupils/families on a more regular basis if they have additional concerns.</p>
Green	Remainder of pupils (remit of school staff)	<p>In addition to the first day contact</p> <p>Old Park will make every effort to make face to face contact with the pupil and family on the 3rd day of absence (or letter/email will be sent if no face-to-face contact)</p> <p>Old Park will visit pupils/families on a more regular basis if they have additional concerns.</p>

Old Park first day calling procedure.



Stage 3: School support

- 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/carer, pupil (where appropriate) 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.
- Support 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 a 'Reintegration Plan' can be implemented. The plan should include all members of the school staff and will be designed to be as supportive of the pupils needs as possible.
- Provide Early Help advice and support to the family, undertaking an Early Help Assessment if appropriate and make a referral to Strengthening Families if it is felt the family would benefit from additional 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.

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 and will be recorded in the governing body minutes. Ideally, the target should be sent to the Attendance Support Team 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 the impact of the work on school attendance by whether or not:

- Attendance has improved.
- Persistent absence has reduced.
- Punctuality has improved.
- Parental response to absences has improved.
- Re-integration plans, where implemented, have been successful.
- There are specific key groups where a target approach is appropriate to raise attendance, e.g. children in receipt of pupil premium.
- 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 development lessons, newsletters 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 & comparing it against both the local and national average and considering the performance of key groups in comparison to the national data for that particular group.
- Rewarding children and classes for good attendance.
- Ensuring prompt follow-up action in cases of non-school attendance.
- Liaising closely with the school's EWO, if appropriate.
- Recording (and retaining) carefully, all telephone messages/email or contact from parents/carers.
- A signed copy of any correspondence to parents/carers is retained by the school.
- A referral is made to AST (the Attendance Support Team) for intervention using the electronic ASTR form.

How do schools consider term time holiday requests?

Old Park does not support holidays during term time. Legally, it is entirely the decision of the headteacher, not a parent right. Any leave of absence is granted entirely at the Head teacher's discretion if there are 'exceptional circumstances. If the leave of absence is unauthorised the regulations do not allow school to give retrospective approval. If parents/carers do not apply for leave of absence in advance, the absence must be recorded as unauthorised. All requests for leave can be made by completing the 'leave of absence' form which is available from the school office.

Penalty notices for unauthorised absence

Parents could be issued with a Penalty Notice if their child is absent from school without permission. In Telford & Wrekin, Holiday Penalty Notices (HPN) are issued by the Attendance Support Team to parents who take their children out of school for a minimum of ten consecutive sessions (5 school days) during term time without getting authorisation from the school. The penalty is £60, rising to £120 if not paid within 21 days, per parent, per child. If parent/carers fail to pay the Penalty Notice within 28 days, they will be prosecuted under section 444 of the Education Act 1996.

Appendix 1: Attendance codes

Code	Description
/ \	Present in school / = am \ = pm
L	Late arrival before the register has closed
B	Educated off-site
D	Dual registered at another educational establishment
J	Interview
P	Supervised sporting activity
V	Educational visit or trip
W	Work experience
C	Absence authorised by the school
E	Excluded but no alternative provision made
H	Holiday authorised by the school
I	Illness
M	Medical or dental appointment
R	Religious observance
S	Study leave
T	Gypsy, Roma and Traveller absence
G	Holiday not authorised by the school
N	Reason for absence not yet provided
O	Absent from school without authorisation
U	Arrived in school after registration closed
X	Not required to be in school
Y	Unable to attend due to exceptional circumstances
Z	Pupil not on admission