Cedar Road Attendance Policy Appendix

The academy's aims and objectives	Cedar Road Primary School regards regular attendance and punctuality as crucial to the success of every child now and in the future. Irregular attendance leads to pupils missing important lessons and therefore not fulfilling their true potential. • To emphasise the importance of, and secure from our pupils, the whole school attendance target of 97%. • To encourage pupils to take full advantage of their educational opportunity. • To communicate to all relevant parties (teachers, parents, pupils) the legal position with respect to attendance and the categories of absence which are deemed "authorised". • To engage with parents/carers to raise awareness about their legal responsibilities with respect to their child's attendance and punctuality. • To facilitate communication between home and school to work in close partnership in order to achieve high attendance.
Roles and responsibilities of staff and members of the Academy Scrutiny Committee	**The role of the principal** The principal is the strategic leader of the school, ensuring that school procedures, ethos and policies are implemented to ensure positive experiences for pupils. The principal will ensure that the attendance team fulfils their duties and responsibilities. **The role of the senior attendance champion** The senior attendance champion will lead the attendance team. They will work with parents, teachers, pastoral or safeguarding staff including external professionals (e.g. school nurse, SASS) and senior leadership team to ensure fluid communication in relation to the school attendance in general and to establish reasons for absence. They will ensure effective monitoring and record all attendance concerns, scheduling home visits where deemed appropriate. They will identify pupils who need support from wider partners as quickly as possible and make the necessary referrals for support. If necessary, the senior attendance lead will follow procedures in line with West Northamptonshire Council procedures such as setting attendance targets, parent agreements and use of fixed penalty notices etc. The attendance lead will first and foremost promote good attendance through school practice, communication and reward systems. **The role of DSL** DSL swill share relevant information of individual circumstance whilst working together with the attendance lead to remove or reduce barriers preventing good attendance. The DSL will support communication with external professionals as needed. Additionally, both DSLs and attendance lead will work together to ensure safeguarding of a suspended pupil and support to reintegrate the pupil back into school.
	The role of the attendance officer (SASS) and WNC The attendance lead or DSL at Cedar Road Primary School will contact the school attendance support officer (SASS) it is deemed necessary for them to respond to specific referrals. A child may be referred to the SASS if their attendance if a child is out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. The role of the SASS is to support the children to improve their attendance. The SASS will work closely with families to achieve this aim. This support is likely to include attendance clinics in school, home visits and attendance orders where necessary. An attendance

	order makes explicit an expected attendance rate. In some circumstances it will be necessary to initiate legal proceedings where attendance remains a significant concern despite a range of supportive measures being taken. Should this be the case the SASS will work closely with other Education Welfare Officers who form part of Northamptonshire West's Educational Entitlement Service. The main objective of all action is to ensure that pupils attend school on a regular basis. More information and guidance can be found at: Attendance and behaviour support for schools | West Northamptonshire Council **<u>The role of the class teacher</u>** Class teachers are to complete registers by 9am and 1.10pm. Class teachers should relay any information they have regarding absence to the attendance lead and school office straight away. The class teacher will monitor and report any patterns with absence causing concerns for further investigation. Where there are immediate concerns, the class teacher should act and respond in line with safeguarding procedures. The class teacher will promote positive peer relationships and monitor signs of bullying, poor mental health, difficulties accessing learning and safeguarding to ensure positive school experiences and thus support good attendance. **<u>The role of the ASC attendance lead and ASC members</u>** The attendance lead on the ASC should be aware of the school's attendance procedures and support high expectations. Governors should support and challenge senior leaders to secure good attendance. Governors require an understanding of the school's attendance data and governors should have the knowledge and skills to be able to review and analyse this. **<u>The role of parents</u>** • Ensure their child attends every day the school is open except when a statutory reason applies. • Notify the school **as soon as possible** when their child must be unexpectedly absent (e.g. sickness). • Only request leave of absence in exceptional circumstances and do so in advance by requesting a form from the office. • Book any medical appointments around the school day where possible. Any medical appointments taken during the school day must be evidenced with an appointment letter, text etc. • Work with the school and local authority to help them understand their child's barriers to attendance when attendance becomes a concern. • Proactively engage with the support offered to prevent the need for more formal support when attendance is a cause for concern. **<u>The role of Pupils</u>** Pupils will understand the importance of excellent attendance in school. Where appropriate they will be involved in discussions around attendance e.g. during class attendance reviews and in celebration assemblies. Pupils will have a supportive culture of their peers and know they can speak to staff if they have any concerns regarding attendance.

The name and contact details of the academies designated senior leader responsible for attendance	James Au Deputy Headteacher 01604 712425
Information of who parents should contact: • About attendance on a day-to-day basis • For more detailed support on attendance	Class teachers can be spoken to on the classroom door at drop off and pick up. A meeting or telephone discussion can be scheduled upon request through the main office. Attendance Lead: James Au Family Support Worker: Helen Perumalla Attendance Lead (admin): Linda Cook and Amy Benson SENCO: Harriet Dowling WNC school attendance support officer: Leanne Matthews
The academy's attendance and punctuality expectations of pupils and parents	The school day starts promptly at 8:50am. Morning register is taken at 8:55am and will be kept open for 30 minutes in line with DfE recommendations. Our afternoon register is taken at 1pm. A pupil who arrives late after the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised if there is evidence of the appointment provided. If the pupil is late for no good reason, they will be marked with the unauthorised absence code 'Late after registers close' (U). Cedar Road offers a variety of before and after school clubs which can support with good attendance. If your child is unwell and unable to come into school then please report their absence by contacting the school via MCAS or phone the school office (01604 712645 option 1) on eac day of a child's absence before 8:50am. A voice message can be left. If a message has not been received a pastoral phone call or home visit will be carried out. Cedar Road Primary School expects absence to be kept to a minimum and that routine medical and dental appointments should be arranged out of school hours where possible. All requests of absence taken in term time must complete a 'leave of absence form' which can be collected from the office for the attention of the Headteacher at least 4 weeks prior to the required date. Only exceptional circumstances warrant a leave of absence. The Headteacher will conside each application individually taking into account the specific circumstances and relevant background context behind the request. You will receive a letter and a phone call to inform you about the outcome of your request. We do not usually agree to children taking time off during term time for a family holiday. If your child is not in school and we have not heard from you, then we will always follow up with a phone call/home visit. If your child has a social worker, then we will talk to them too that they can support your child.
The academy's day to day processes for managing attendance and absence	**First day calling** Parents are required to message the school via MCAS or phone the school office (01604 712645 option 1) on **each day** of a child's absence before 8:50am. A voice message can be left. **If a message has not been received a pastoral phone call or home visit will be carried out.** Cedar Road Primary School expects absence to be kept to a minimum and that routine medical and dental appointments should be arranged out of school hours where possible.

Lateness
All children are expected to be on time for the start of the school day at 8:50am. Parents are informed that a late will be recorded if a child arrives after the register has been started at 9:00am. If lateness is persistent, parents will receive a phone call or letter informing them of their child's attendance record. This may result in a meeting with a senior member of staff and the attendance lead.

Effects of late arrival at school
When a child arrives late to school, they miss early learning, the day's plan being shared and teacher instructions. Children often also feel embarrassed at having to enter the classroom late. The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Authorised absences
The Department for Education (DfE) issues guidelines to all schools detailing valid reasons for authorised or justified absences as follows:
• Genuine illness, particularly where there is a risk of infection to others
• Absence due to family circumstances such as bereavement
• Days of religious observance notified in advance

Family holidays should be taken during school holidays. These will not be authorised, and a Fixed Penalty Notice may be served.

Leaving school early
Any child needing to leave school early for unavoidable reasons i.e. medical appointment, must have a letter of proof which needs to be copied by the office staff. All parents/carers must collect their child from the office. The appointment will be logged on the register. Children who require regular medical appointments or are leaving school early on a frequent basis, will be requested to meet with the attendance lead to discuss specific arrangements.

Unauthorised absence
Unauthorised absences are those where:
1. Parents/Carers provide no letter, phone call, email or acceptable explanation.
2. The reason for absence does not fall into the authorised categories. The DfE would classify the following as examples of unauthorised absence:
• Minding the house
• Caring for relatives
• Waiting for a repair man
• Shopping
• Holidays
• Birthdays or personal treats
• Having a hair cut

First day of absence response
If the school has not been informed as to the reason for a child's absence, then they will ring the contacts identified in the child's emergency details. The school aim to do this by 9:30am each day. The school will prioritise those children considered vulnerable e.g. Looked After Children; children subject to Child Protection Plans; children open to social care as a Child in Need; children who have previously been reported missing; primary aged pupils who make their own way to school.
Parents will be asked to supply details of at least two other people who can be contacted in an emergency, and these details will be reviewed at least annually through parents' evenings and or newsletter reminders. If the school is unable to contact any of the

	emergency numbers provided, and is concerned for the welfare of the pupil, we may request a welfare check from the police. **Children missing in education** When pupils leave or your child has not attended school for 10 days and we have been unable to contact you, then your child is considered to be a Child Missing in Education (CME). This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services, the Police and other agencies, to try to track and locate your child. By giving us the required information and contacting the school, unnecessary investigations can be avoided. **Leavers** If your child is leaving other than at the end of year 6 to go to secondary school, parents are asked to: • Give the school full information about their plans including date of move, new address or at least the town you will be moving to, new school and start date when known and reasons for moving. A form to record this information is available at the office. • Confirm the school has your current mobile number.
The academy promotes and incentivises good attendance in the following ways	**Rewards for attendance** In recognition of good attendance, an attendance trophy is awarded weekly to the class who has shown the highest attendance in KS1 and KS2 and this will be celebrated both in class, in assembly and on the attendance display board in school. A text will be sent out on a Friday to recognise 100% attendance. In addition to this, pupils with 100% attendance will receive a certificate termly and pupils who have 100% attendance for the academic year will receive a certificate and an additional reward such as a film afternoon, trip to the park or other appropriate activities.
The academy's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most	**Attendance data** Systematic analysis of attendance information is completed to identify patterns across the whole school, within cohorts or specific groups. By analysing this data barriers can be identified and then strategically tackled. Whole school and class attendance and persistence absence is reviewed weekly. Where pupils are being monitored, attendance is below 90% and/ or are on an attendance plan their individual data will be reviewed as stated on their plan either fortnightly, monthly or half-termly. The attendance team will supply attendance information to class teachers to support discussions with families. The team will provide attendance information for governors. School data will be compared with National data to identify and patterns and trends. The team will also monitor the impact of any attendance interventions, swiftly adapting interventions if no progress is seen.
The academy's strategy for reducing persistent and severe absence	**Persistent absences** Persistent is where a pupil misses 10% or more of school and severe is where a pupil misses 50% or more of school. Children who fall under this bracket will receive home visits if not in school by the attendance lead in order to assess the reasons for the absence and apply support where deemed required, including suitable referrals to external professionals. A meeting will be scheduled with parents and/or the child to establish a home school agreement to improve attendance. Attendance will be monitored over a 4-week period and improvement is expected. Where an increase in attendance is not evident the SASS will be notified.
The academy will seek fixed penalty notices for absence and other sanctions in the following circumstances	The Department for Education changed legislation concerning absence in term time. Legislation which came into effect in September 2013 means the law gives no entitlement for parents to take their children on holiday during term time. Any application for leave can only be granted at the discretion of the principal who must be satisfied that the circumstances are exceptional and warrant the granting of leave. If you take your child out of school for an accumulative total of 5 days or more (10

	sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. This could include: a Penalty Notice payable up to £160 fine prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000 prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment If the application for leave is not considered an exceptional circumstance and therefore is not granted, and parents remove their children from school during term time, a fixed penalty notice may be issued by the Northamptonshire Education and Inclusion Partnership Service. The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be: £80 per parent, per child if paid within 21 days. Increasing to £160 if paid between days 22-28. The Second time, within three years, a Penalty Notice is issued for unauthorised absence the amount will be: £160 per parent (who allowed the holiday), per child, payable within 28 days. The third time an offence is committed, within three years, a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500. Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.
Any specific needs of certain pupils and pupil cohorts	At Cedar Road Academy we recognise that each family is unique. We endeavour to apply the policy fairly and consistently. We will consider specific needs and barriers to attendance to work in conjunction with the family for the benefit of the pupil. We will: • listen to parents carefully to find out why their children are not attending well enough so that they can act accordingly • challenge parents who do not make sure that their children attend, but also offer support where needed • have the right people in place to have these conversations with parents • ensure that attendance is always recorded accurately • understand that good attendance does not happen in isolation – there is an interrelationship between attendance and the quality of the school's curriculum, ethos, behaviour and inclusivity • pupils' anxieties are not dismissed but are sensitively analysed – is this a mental health issue that needs serious action, for example, or a worry that can be alleviated by some discussion or adjustments? • Ensure inclusivity and consider our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.