The Sandhill Trust
Attendance Policy

The Sandhill Trust seeks to ensure that all its pupils receive an education which maximises opportunities for each child to reach his or her full potential. Research shows a strong link between good attendance and increased attainment.

We aim to work in partnership with parents and other agencies to strive towards every child reaching 96% attendance and impeccable punctuality to ensure that each child can get the best out of the educational opportunities provided.

By working in partnership with parents and other agencies we are able to ensure that we have clear and robust strategies in place to manage and promote regular attendance and punctuality for all pupils across the trust.

In order to manage and promote regular attendance The Sandhill Trust will;

- Keep parents updated on attendance and via letters home, newsletters and the website.

- Report to parents how their child is achieving in school and how their child's attendance is impacting on this, via regular parent evenings.

- Celebrate good and improved school attendance and reward this through competitions, prizes, certificates and events

- Monitor individual pupil attendance

- Review attendance on a weekly basis and identify any pupil falling below 96%

- Notify parents when we are worried about their child's attendance by following the procedure below.

1) First Day Absence. If a pupil is absent and the school have received no notification school staff will make contact with home either by phone or text message. In cases where no communication has been established, school will collect the required information by sending a letter home.
2) Below Average Attendance <95%. Parents will receive their first letter home to inform them of potential concern. If attendance fails to improve parents may be contacted by The Parent support advisor (PSA), attendance officer or Education Welfare Officer (EWO) to be offered support.
3) Well Below Average Attendance <90%.Parents will receive their second letter home, and will be required to provide medical evidence to ensure any absences are authorised .It is envisaged that at this level the PSA will already be involved and the EWO will become involved.

4) <u>Persistent Absence <85%.</u> An Internal Attendance Panel meeting will be conducted. The Parent ,PSA, Attendance officer, EWO and Head of school will discuss absence and agree a programme of support.

<u>Absences</u>
Parents are expected to inform school of the reason for absences, however, it is school who make the decision whether to authorise or unauthorise the absence. School will make this decision based on the information available to them. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist school in making this decision.
Re-occurring unauthorised absence will be referred to the Education Welfare Service and this may result in a fine.

<u>Request for leave of absence in term time</u>
The Sandhill Trust have adopted the BMBC Local Authority policy in respect of Leave of absence in term time.
- Parents are required to request a Leave of Absence form from the attendance officer in person.
- No leave of absence form will be sent home with a pupil.
- On requesting the form the parent will be notified that only in exceptional circumstances will the absence be authorised, resulting in the leave of absence being unauthorised.
- Parent will be made aware that If you go ahead with the leave of absence when unauthorised, you may receive a Fixed Penalty Notice issued through the Local Authority. Per child, this will be £60 if paid within 21days; payment after this time but within 28days is £120. Failure to pay a fixed Penalty Notice will render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.
- The Leave of absence request will be considered with individual circumstances taken into account. The Executive Headteacher/ Head of school will make the decision to approve or not approve the request.
- Parents will be notified of this decision within 7 days of the request being received by school.
- Leave of absence cannot be authorised retrospectively.

In instances where parents do not complete a leave of absence form, the absence will automatically be unauthorised.

<u>Absence for participation in a performance</u>
In these instances The Sandhill Trust will follow BMBC Local Authority guidance and by-laws, working in partnership with Education Welfare Service to ensure that any performance absence is within the parameters of the law.

<u>In order to manage Non Compulsory Age Children's Absence The Sandhill Trust will;</u>

- undertake first day absence call in respect of any non-compulsory school child where the parent has not contacted school with reason for absence.

- include in our prospectus/school information for parents leaflet, the need for parents to contact school with a reason for absence when the child is unable to attend.
- accurately record all information on reasons for absence, both that which is provided by the parent, contact in school and the information gathered when making first day absence calls on the individual pupil file.

- Monitor individual pupils attendance.

- Review attendance on a weekly basis and identify any pupil falling below 96%

- Work in partnership by offering support for parents to ensure children make a good start to their education and can learn to enjoy all that school offers by;
1) Developing positive relationship between early years staff and parents.
2) PSA and EWO to contact parents to encourage them to engage with the support that school can offer to help their pupil attend well.
3) If persistent absence occurs, attendance patterns emerge or concerns are raised by Early Years staff an internal attendance panel will be conducted.

In order to manage and promote the regular attendance of their children The Sandhill Trust asks parents to;

- Impress to their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too sick to attend.

- Establish effective communication with class teachers, PSA, attendance officer, Head of school and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.

- Contact the school office on the 1st day of absence to inform school of reason for absence and when the child is expected to return keeping school informed daily if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.

- Provide school with any medical appointment cards, and where ever possible make appointments out of school hours, where this is not possible parents will ensure that children attend prior to or following their appointment.

- Attend any meetings called by school and partner agencies to discuss attendance.

In order to manage and promote regular school attendance The Sandhill Trust works closely with the Education Welfare Service.

- Visit Trust schools to monitor registers and identify children with attendance levels that cause concern.

- Attend meetings called by The Sandhill Trust to address with parents any worries the school and Education Welfare Service may have about a child's attendance.

- Support the school in promoting attendance by attending parent evenings and events.

- Receive referrals from school to address matters of poor school attendance by:

   1) visiting parents homes to undertake assessment of need, challenge and resolve matters of poor school attendance.
   2) involving other agencies where appropriate.

In situations where all other strategies have failed to improve school attendance, Education Welfare Service will enforce the law; this may result in fines up to £2,500, a custodial sentence and or a Parenting Order.

In order to manage and promote punctuality The Sandhill Trust will;

- Record any pupils who attend school late and how many minutes late.

Registration
Sandhill Primary School
8.50 am Doors close and all children enter school accompanied by their teacher.

Laithes Primary School
FS doors close at 8.55am
KS1 8.50am Doors close and children enter school accompanied by their teacher.
KS2 8.55am Doors close and children enter school accompanied by their teacher.

Any pupils arriving after these times should report to reception so that they can be given a late mark, pupils arriving late should be accompanied by a parent so that a reason for lateness can be given; the number of minutes late is recorded in order to measure the impact of lost education due to late arrival.

- Monitor individual pupil's punctuality in order to identify where there may be issues.

- Notify parents when we are worried about their child's punctuality by following the procedure below.
   1) After 3 late marks, in a half term, a letter will be sent home with details of the incidents of late attendance, including how many minutes the pupil has been late.
   2) The PSA will become involved to support pupils and parent to improving punctuality.
   3) The PSA will discuss matters of punctuality and the families being support with the EWO.
   4) If lateness continues the EWO will become more involved and meet with parents to discuss punctuality and agree a programme of support.
   5) For instances of persistent late attenders an internal punctuality panel meeting may be necessary.

In situations where all other strategies have failed to improve punctuality a £60 fine can be enforced by the Education Welfare Service.

Written based on; Promoting Good School Attendance. For Early Years, Schools and Academies September 2015. Published by The Education Welfare Service.

We have also adopted the BMBC Local Authority polices on Children Missing Education, Elective home Education.

All these policies have been endorsed by our Directors, who support the trust in all attempts to improve the attendance and safeguarding agenda.

Reviewed by the Trust: November 2017   Signed: Chair

Review Date: September 2017