



Attendance on a page

	Description
Promoting attendance	<ul style="list-style-type: none"> ● Holiday requests to be made in writing to E.Beveridge outlining the exceptional circumstances. ● Attendance banners in front entrances. ● Weekly announcement of winning class attendance in assembly. ● Weekly attendance to be displayed on classroom doors and sent home to parents. ● At the end of the year, certificates will be issued to children who get 98%+ and a prize will be given to children who achieved 100%. ● Children whose attendance improves significantly will receive a postcard or a telephone call depending on circumstances.
Day to day	<ul style="list-style-type: none"> ● Class registers completed by class team. ● Reception arrival 8:55 - 9:05 (late mark given between 9:05 and 9:30) ● KS1 arrival 8:50 to 9am (late mark given between 9am and 9:30) ● KS2 arrival 8:45 to 8:55 (late mark given between 8:55 and 9:30) ● Arrival after 9:30am is recorded as an unauthorised absence. ● By 9.45 office/ SLT generates an absence report. ● First day absence phone calls are completed where a reason has not been given. These are logged on Arbor. ● If first contact is unavailable, then all other contact numbers and sibling schools are contacted. Any unaccounted for children, our PSA then follow up to make contact. ● If no answer, or there are concerns, a home visit is completed wherever possible. Calling card left if there is no answer. Social workers are informed. This is recorded on CPOMS. ● If no answer, continue to attempt contact. If a family is open to social care or early help they will also be contacted. ● Suspected holidays are followed up with a home visit. ● This protocol should continue to be followed for the first 5 days. ● At third day absence, all parents will be contacted to find out when they will be back/ advise doctors/ organise support ● After 5 days of no contact, a Child Missing in Education report is filed. This must be completed by day 10. (After 20 days the child can be removed from the register). ● If a child has unauthorised absence for ten consecutive days, (but are not CME) the PNAR survey will be completed. ● A FPN may be issued for a child being out of school (for a reason that is not deemed to be exceptional circumstances and or has not been approved by the school) this may be coded as unauthorised and an FPN may be issued. Failure to pay the FPN may result in further legal action.
PA and attendance issues	<p>Continuous review takes place</p> <ul style="list-style-type: none"> ● As soon as a child hits below 95% attendance, a letter 1 is sent to parents. ● EBSA process may be initiated to explore if any emotional based reason for the non-attendance at school. This could result in targets set for the child, family and school to support attendance in school. ● If not improved, then letter 2 is sent explaining to parents that attendance is now being monitored for 4 weeks. ● After 4 weeks, SAP to be arranged if attendance does not improve. ● If attendance does not improve after SAP then a GAP will be called. ● Prosecution via Fixed penalty may follow.