**Attendance and Punctuality at Alfred Sutton Primary School**

**Attendance Information**

**Every school day counts**

Good attendance means being in school at least **95%** of the time (**180 days or more**)



Our school attendance target is **97% and above because we always strive to be better than good**

There are **365 days** in a calendar year. **175 days** are **non-school** days, which can be used for family time, visits, holidays and shopping.

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|  |  | **190 School Days in Total** | **No. of lessons missed** | **No. of days absent** | **No. of weeks absent** |
| **Smiling face outline outline**  **Well done!**  You have the best chance of success | **100% attendance** | **190 days** | **0** | **0** | **0** |
| **95% attendance** | **180 days** | **50 lessons** | **10 days** | **2 weeks** |
| **Confused face outline outline**  **Oh dear!**  You have less chance of success than those with good attendance | **94% attendance** | **179 days** | **55 lessons** | **11 days** | **Over 2 weeks** |
| **90% attendance** | **171 days** | **95 lessons** | **19 days** | **Nearly 4 weeks** |
| **Worried face outline outline**  **We’re worried**  Your absences could have a serious impact on your future opportunities | **89% attendance** | **169 days** | **105 lessons** | **21 days** | **Over 4 weeks** |
| **85% attendance** | **161 days** | **145 lessons** | **29 days** | **Nearly 6 weeks** |

These absences have an accumulative negative impact on a child’s education and their future prospects. If a child has a 94% attendance every year, by the time they leave primary school they have lost out on well over a third of a year of learning compared to many of their peers.

**Punctuality and Lateness**

When pupils arrive late for school, they are often embarrassed at having to enter an already full and focused classroom. They are also denied the opportunity to be sociable with their friends before school which can be a barrier to the security they feel in their friendship groups and can also lead to them remaining unfocused at the start of the day as they may have things they really want to share with their friends.

Our school operates a soft-start approach to the school day meaning that children are expected to be at school for when the classes enter the building at 8.40am however we do not record children as being late until 8.55am. We feel that this leeway is very fair and accommodates most issues that may cause a delay to anyone starting their journey if they plan to arrive by 8.40am.

A pupil who arrives late:

* **before** the register has closed at **09:05** will be marked as **late** using the **L** code**.**
* **after** the register has closed at **09:05** will be marked as **absent** using a **U** code, which is an unauthorised absence.

The admin team record all late arrivals and time of arrival.

Attendance Support Process

**Absences**

**Child is absent and parents / carers contact the school**

1. Reason recorded on SIMs.
2. If attendance is already below 90%, the absence will be followed up by either the Attendance Officer, Family Support Worker or SENCO depending on who that pupil is being monitored by.
3. The Assistant Headteacher for Attendance is informed and next steps planned.

**Child is absent and parents / carers do not contact the school**

1. Absence report run from SIMS at 09:05 for the whole school.
2. Attendance sweep of each class carried out to check the absence list is correct and no mistakes have been made.
3. Attendance Officer makes phones calls home to parents / carers of absent pupils and record of conversation made on CPOMS.
4. Phone calls should be challenging but in-line with our communication policy and school values; if attendance is below 90%, medical evidence should be requested.
5. If no contact made, school text is sent.
6. If the reason provided for the absence is not a reason approved by school inform parents / carers that absence will be recorded as unauthorised.
7. Information collated from the first day response is added to SIMS by the Attendance Admin Assistant.
8. In some cases, where no contact has been made a home visit is to be carried out and child to be collected.

**Child is absent for 3 days or more**

1. On Day 4, text is sent to parents to check in
2. Reason is recorded
3. If no response to text, family worker will ring in the afternoon to check in
4. If no response, repeat on Day 5.
5. If no response, home visit may be carried out.

**Attendance Support Process**

**Monitoring**

**Stage 1**

1. Attendance falls noticeably below the school target.
2. Contact made by the attendance team to establish reasons for absences and to highlight the importance of attendance, in line with the communication policy.
3. **Attendance Information Letter** sent along with the child’s current attendance percentage plus registration certificate.
4. Attendance monitored for 4-6 weeks.

 Attendance improves – praise letter sent and continue to monitor

 Attendance declines

**Stage 2**

1. **Parents/carers invited into school** to meet with Attendance Team and **6-week attendance plan** in place put in place
2. **Attendance Letter 2** sent stating the child’s attendance percentage plus registration certificate by way of written record of the stage reached in the process.

 Attendance improves – praise letter sent, attendance plan stopped but attendance monitored

 Attendance doesn’t improve

**Stage 3**

1. **Parents/carers invited into school** to meet with Attendance Team for follow-up meeting and discussion of initial attendance plan.
2. **Second 6-week attendance plan** in place put in place

 Attendance improves – praise letter sent, attendance plan stopped but attendance monitored

 Attendance doesn’t improve

**Stage 4**

1. **Information/warning** letter sent from Educational Welfare Service at Brighter Futures (start of legal process)

 Attendance improves – praise letter sent, attendance plan stopped but attendance monitored closely

 Attendance does not improve within 4 weeks

**Stage 5**

1. **Attendance panel meeting 1** with parents / carers, school attendance lead and Senior Education Welfare Officer from Brighter Futures for Children

 Attendance improves – praise letter sent, attendance plan stopped but attendance monitored closely

 Attendance does not improve within 4 weeks

**Stage 6**

1. **Attendance panel meeting 2** with parents / carers, school attendance lead and Senior Education Welfare Officer from Brighter Futures for Children

 Attendance improves – praise letter sent, attendance plan stopped but attendance monitored closely

 Attendance does not improve within 4 weeks

**Stage 7**

1. **Legal Action** taken in the form of a Fixed Penalty Notice

Attendance and Punctuality Incentives and Rewards

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| A picture containing shape  Description automatically generated | Yearly 100% Attendance Award  Gold 100% badge  Certificate  Special prize / event |
| A picture containing shape  Description automatically generated | Termly 100% Attendance Award  100% badge  Certificate |
| A picture containing shape  Description automatically generated | Weekly Attendance Award  Certificate and trophy for class with highest weekly attendance |
| A picture containing shape  Description automatically generated | Termly Prize Draw  Children whose attendance is 95% and above entered into a termly prize draw |
| A picture containing shape  Description automatically generated | Termly Prize Draw  Children who improve their attendance from below 90% entered into a termly prize draw |
| A picture containing shape  Description automatically generated | Punctuality Challenge  Children whose punctuality is a concern are given a punctuality challenge are rewarded if they achieve their challenge |