

## Appendix 1 – Reedswood E-ACT Primary Academy

### Attendance Arrangements 2024/25

#### AM/PM Registration Timings

By law Reedswood E-ACT Primary Academy is required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the morning and afternoon sessions.

The school day starts at 8.50am. Pupils are late to school if they arrive after their teacher has taken the register, but before 9.20am. This means they will be marked as 'L' on the class register. If they arrive after 9.20am, they will be marked as 'U' on the class register, which means they have lost their mark for the morning, and this will affect their attendance. Tiny2s and Nursery start at 8:45am.

Afternoon lessons start at slightly different times:

- Tiny2s and Nursery 12.30pm - 1.00pm
- Rec 12.45pm - 1.15pm
- Key Stage 1 1.00pm - 1.30pm
- Key Stage 2 1.30pm - 2.00pm

If pupils go home for lunch or they are coming into school in the afternoon, they must be in school within these times, or else they will miss their afternoon mark.

The academy closes at 3:30pm

Punctuality is an important life skill; Reedswood E-ACT Primary strives on ensuring children and their families understand the importance of arriving to school on time.

#### The importance of having good attendance and punctuality.

It is the legal responsibility of parents and those with 'parental responsibility' to secure education for their children of compulsory school age whether at school or 'otherwise', and, if they are at school, to send them to school regularly.

Regular and punctual attendance to school is an essential to effective learning. When children are not in school they are deprived of the educational opportunities which the academy has to offer them and they are at greater risk of subsequently becoming socially excluded and disadvantaged.

It is our responsibility to support the attendance of our children and to deal with problems which may lead to non-attendance. Reedswood recognises that attendance problems may be outside the control of the academy but may also lie within; ensuring the quality of education which that child is experiencing.

We need to ensure that in addition to increasing the levels of overall attendance we also reduce the numbers of persistent absentees. (A persistent absentee is when a student's attendance rate falls below 90%) Reedswood will seek to promote good attendance and punctuality through other policies and procedures including our Behaviour Policy as well as the academy's approach to rewards and recognition. This Attendance Policy and Attendance Management Procedures outline the practice and procedures in place together with the stages of intervention adopted to promote good attendance and reduce persistent absenteeism.

It is intended that through our attendance procedures, awareness of the intolerance of good attendance will be raised and a coherent and consistent approach to promoting and securing good attendance will be established across the academy.

Whilst we aspire for all of our children to attend school every possible day, our attendance target is **97%**.

**The intended outcome of this policy is:**

- To improve the overall percentage attendance of students registered at Reedswood E-ACT Primary
- To make attendance and punctuality everybody's responsibility at Reedswood E-ACT Primary
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks with respect to promoting attendance and punctuality.
- To work in partnership with parent/carers and students, providing support, advice and guidance
- To develop a systematic approach to gathering and analysing attendance-related data. Identifying patterns of absence early and providing targeted support to avoid further absences,
- To implement a system of rewards and sanctions with respect to attendance and punctuality
- To promote effective partnership with Walsall Education Welfare Services and other agencies.
- To recognise the needs of the individual student when planning reintegration following a significant period of absence.
- To follow E-ACTs graduated response to secure regular attendance to school

**Attendance Officer:** Mrs G. Cross (01922) 721 323 option (1)

**Senior Leader Attendance Champion:** Mrs K. Blunt

## Daily Absence Process (Late procedures)

Our daily absence process is as follows:

- Our expectation is that all students must arrive to school by 8:50am. Registers completed by 9.00am including recording lateness (L)
- Welfare checks for all absence completed by 10.30am (vulnerable priority calls)
- Daily absence shared with key stakeholders
- Home visits completed by 11.30am (1<sup>st</sup> or 2nd day if vulnerable/3rd day for all)
- Implement sanction for lateness - x3 lates in a week result in a phone call from pastoral team. Any repeated patterns of lateness results in parents being called to meeting
- Gates are locked at 8:55am for security of school site. If you arrive at school after this time, then go to the front office.

## Punctuality Process

Parents must notify the school on the first day of absence and must call school daily so that the school can be updated on how the pupil is unless a doctor's note has been provided stating that a defined period of absence is necessary. Parents may be asked to provide medical evidence for absence eg: doctor's notes, medication forms, appointment card or other appropriate form of evidence.

If Reedswood E-ACT Primary Academy is not satisfied about the authenticity of an illness, the absence will be recorded as unauthorised, and parents will be notified of this. Where there has been no contact from parent/carer giving reasons for absence the Attendance Officer will follow the school absence procedure to investigate the reason for absence as follows: A phone call will be made, and home visits may take place. If an absence exceeds 3 days a home visit will take place. If the home visit is unsuccessful the Academy may call upon the Local Authority Services to support us to ensure the child/children's safety. Our punctuality process is in place, ensuring that late pupils are recorded accurately, and persistent lateness is addressed.

## The process is as followed:

- Daily late gates and pupils logged. Follow up calls when there is x3 lates in a week.
- Rewards for pupils linked to punctuality
- Late collections logged and recorded in CPOMs and follow up after x3 late collections. Call for a follow-up meeting.

## Children Missing in Education (CME):

The absence process for CME is as

followed: Location Unknown

The pupil has been continuously absent from the school for a period of not less than twenty school days and:

- (1) at no time was his absence during that period authorised by the proprietor;
- (2) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause;
- (3) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

- Continue reasonable enquiries - Record on CPOMs (CME)
- Complete weekly home visit - Record on CPOMs (CME)
- Work with the LA CME team at least once per week for an update on their reasonable enquiries - Record on CPOMs (CME)

Request written confirmation from LA CME Team to remove child from roll after 20 school days (based on agreement of local procedures).

1. Confirmation from LA CME Team that they have completed their reasonable enquiries.
2. Challenge LA CME Team if not satisfied with reasonable enquiries completed.
3. Completion of academy reasonable enquiries. Complete leavers process on receipt.

## Location Known

The pupil has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.

- Continue reasonable enquiries - Record on CPOMs (CME)
- Obtain confirmation of new address from parent/carer - Record on CPOMs (CME)
- Obtain confirmation of new school from parent/carer and new school (UK) - Complete leavers process

or

- Obtain confirmation of new school from parent/carer and new school (Abroad) - Complete leavers process

or

- Where no new school is obtained, and parent/carer does not wish to attend, and reasonable distance agreed
- Confirm both LA CME Teams are aware - Complete leavers process

## **Absence Request Process (including medical/holiday/religious observance) - Authorised and unauthorised absence**

Parents have a legal responsibility in accordance with Section 7 of the Education Act 1996 to ensure their child receives efficient full-time education by regular attendance at school.

**Medical or Dental Appointments** - Medical appointments and dental appointments should be avoided during school hours. Where this is not possible, the school should be notified in advance and students should be out of school for the smallest amount of time necessary. Parents must notify the school in advance of a planned medical or dental appointment in order for this to be authorised. Please provide medical evidence (i.e. letter or text) regarding operations, appointments, etc. with times and dates.

**Holiday** - an absence request form should be collected from the front office, completed and returned to GCross. The school is unable to authorise holidays within term time and penalty notices may be incurred (see 'Issuing Penalty Notices' below).

**Religious Observance** - Call the school to inform us regarding the religious reason to ensure correct coding of absence.

**The Headteacher will not authorise absence for any of the following reasons:**

- Term-time holidays (including visiting family abroad)
- Trivial illness
- Waiting with parents/carers for workmen/deliveries etc
- Looking after siblings, including dropping them off at school/nursery
- Helping with housework or a family business
- Being unhappy or not getting on with others at school
- Being up late the night before, including for family problem or social event
- Feeling under the weather
- Needing to take medication

### **Reporting to parents**

Parents will receive a written report on their child's attendance each term. In addition to this parents/carers will receive attendance information about their child parents/carers evening.

## Primary Graduated Response to Attendance 24/25

We address poor attendance through our graduated response:

**Important to note:** The graduated response below is a formal arrangement. This is in addition to, class teachers, SLT and parents/carers daily conversations and knowledge/understanding of the process.

% Attendance	Impact on learning	Interventions
99%-100%	Children are accessing all learning opportunities	Inclusion in termly attendance incentives Attendance recognition certificates Improved attendance recognition
97%-98.9%	Some learning opportunities are being missed	<p><b>Office staff</b> to phone parent/carer of absent child as part of first day calling process and use information on child/family, cumulative absence, and previous years data to make an informed decision whether to tell parent/carers that their child now has <b>2% unauthorised absence</b> as per half termly triggers (see table below). <u>Log first day call on CPOMs.</u></p> <p><b>Attendance officer/pastoral staff</b> to conduct early help assessment of needs via home visits to identify causes of unauthorised absence <b>for students with 4% unauthorised absence.</b> <u>Log on CPOMs.</u></p>
94-96.9%	Risk of underachievement	<p><b>Letter 1</b> to be sent to parents of students with 5% unauthorised absence. <u>Log on CPOMs.</u></p> <p><b>Attendance Lead/Headteacher</b> to develop an attendance support plan with student and parent and set targets for students with unauthorised absence of 5%. <u>Log on CPOMs.</u></p>
91-93.9%	High risk of underachievement	<p><b>Letter 2</b> to be sent to parents of students with 8% unauthorised absence. <u>Log on CPOMs.</u></p> <p><b>Headteacher</b> develops an attendance improvement plan with student and parent for students with unauthorised absence of 8% or more. <u>Log on CPOMs.</u></p> <p><b>Targeted Support meeting</b> with the Local Authority Education Welfare Service.</p> <p>Referral to Education Welfare Service in targeted support meetings.</p>
Under 90.9%	Severe risk of underachievement	<p><b>Letter 3 -PA Letter</b> to be sent to parents/carers of students with more than 10% unauthorised absence. <u>Log on CPOMs.</u></p> <p>Cases monitored by the <b>Attendance Lead and Headteacher.</b></p> <p>Formal warning notices issued. <u>Log on CPOMs</u></p>

Unauthorised absence thresholds for 2024-25

	Days missed at 98%	Days missed at 95%	Days missed at 93%	Days missed at 90%
Half term 1	0.5 days	2 days	3 days	3 days
Half term 2	1.5 days	4 days	6 days	8 days
Half term 3	2 days	5 days	8 days	10 days
Half term 4	2.5 days	6 days	10 days	14 days
Half term 5	3 days	8 days	12 days	17 days
Half term 6	4 days	10 days	15 days	21 days

### **Attendance monitoring**

- The attendance officer monitors student absence on a daily basis.
- If a student's absence shows patterns of absence which are unusual or includes unauthorised absences, we will contact parents to discuss the reasons for this.
- The persistent absence threshold is 10%. If a child's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.
- If strategies are insufficiently successful in improving attendance, a referral will be made to the Local Authority's Education Welfare Service and may result in the issue of a formal warning notice.

Child-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, local average and share this with the E-ACT. The academy tracks the attendance of individual students to identify whether or not there are particular groups of children whose absences may be a cause for concern. We use this information to identify any children who may be in need of intervention and support. Patterns of attendance and the impact of strategies to improve attendance are monitored internally by the Headteacher and additionally by E-ACT.

## **Recognising Good Attendance and Punctuality**

At Reedswood we have a range of rewards to celebrate and praise children who meet their attendance and punctuality targets. This includes achievement assemblies where students will receive recognition and reward for high levels of attendance and excellent punctuality plus a range of activities e.g. bowling, cinema visit, adventure day... We will also recognise students who make significant improvements to their attendance or punctuality.

## **Additional support and reasonable adjustments**

Reedswood E-ACT Primary recognises that some families face challenges that might impact on their ability to ensure that the children attend school regularly. We work closely with families and outside agencies to provide additional support to families to ensure all children are in/transition to full time education.

## **Academy strategy for addressing Persistent and Severe Absenteeism**

To prevent a child's attendance falling below 90% the academy has a range of support strategies in order to re-engage our young people with their learning. This will include seeking student voice, working together with families to overcome barriers, and seeking support from wider services. If the academy is unable to successfully engage with families and unexplained absence continues support will be formalised in conjunction with the Local Authority.

## **Legal Sanctions**

Reedswood E-ACT Primary Academy will make use of the full range of potential sanctions - including, but not limited to, those listed below - to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

## **Penalty notices**

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the academy will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the academy has under the Equality Act 2010 make issuing a penalty notice inappropriate



A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with local authority processes set out in the local code of conduct.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period