

Swinemoor Primary School



School Attendance Policy

	Date	Date of next review
Implemented	June 2023	June 2025

Advice and contact list

Name	role	Contact details
Mrs C. Boughton Mrs L. Hudson	Member of staff responsible for day to day management of attendance	01482 869247 Swinemoor.primary@eastriding.gov.uk
Miss A. Rodgers	senior leader responsible for the strategic approach to attendance in school	As above
Miss A. Rodgers	Designated safeguarding lead/ Pastoral lead	As above
Mr A. McGlynn	Education Welfare Service	education.welfare@eastriding.gov.uk

Definitions and acronyms

Definition of a parent - For the purpose of this policy, as set out within 'Working Together to Improve School Attendance,' May 2022 a parent means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who has care of a child or young person (i.e. lives with and looks after the child).

DfE – Department for Education

Related legislation and guidance

'Working together to improve school attendance' May 2022

Education Act 1996

Education (Pupil registration) (England) (Amendment) Regulations 2016

'Children Missing in Education,' Statutory Guidance September 2016

'Keeping Children Safe in Education,' September 2022

'Ensuring a good education for children who cannot attend school because of health needs,' January 2013

'Summary of responsibilities where a mental health issue is affecting attendance,' February 2023

'Promoting the education of children with a social worker,' - June 2021

'Supporting Pupils at school with medical conditions,' December 2015

'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement,' September 2022

Other related policies

Pupil Absence Procedures

Child protection and safeguarding policy

Behaviour Policy

Introduction and core principles

Every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, the attendance policy should account for the specific needs of certain pupils and pupil cohorts. The policy should be applied fairly and consistently but in doing so schools should always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of their policy, schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. To ensure all leaders, staff, pupils, and parents understand these expectations, this attendance policy, based on the expectations set out in 'Working Together to Improve School Attendance' May 2022 outlines these.

The policy should be easily accessible to leaders, staff, pupils, and parents, including being published on the school's website. Parents should be sent it with any initial information when pupils join the school and reminded of it at the beginning of each school year and when it is updated.

At Swinemoor Primary School we recognise the link between regular attendance and high attainment. We expect that all pupils will attend school every day that the school is open unless there is a specific reason for the pupil not attending. We are committed to applying the core principles as set out in Working Together to Improve School Attendance, May 2022

Roles, responsibilities and expectations – the table below is taken from the DfE 'Summary table of responsibilities for school attendance,' May 2022

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Ensure school leaders fulfil expectations and statutory duties.
Only request leave of absence in exceptional circumstances and do so in advance	Accurately complete admission and attendance registers.	Ensure school staff receive training on attendance.
Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.	
	Have a dedicated senior leader with overall responsibility for championing and improving attendance.	

School Times

It is important that your child is at school for the start of the school day. The school day is made up of two sessions, a morning, and an afternoon. Registers are taken during these sessions. School times are:

At Swinemoor Primary School the school day begins at 8.50am for all children. Registers will close promptly at 9.00am.

The school day ends at 3.20pm for pupils in Early Years and KS1 and 3.25pm for pupils in KS2.

We operate a staggered lunch system.

Pupils in Early Years and KS1 have their lunch break between 11.45am and 12.30pm. The afternoon register is taken on their return to the classroom at 12.30pm.

Pupils in KS2 have their lunch break between 12.30pm and 1.15pm. The afternoon register is taken on their return to the classroom and 1.15pm.

If your child arrives at school after the register has closed then your child will incur an unauthorised absence mark for this session unless an acceptable reason is provided, e.g. evidence of a medical/dental appointment.

Informing the school of the reason for an unexpected absence.

You must contact the school as soon as possible to inform us that your child will not be attending school and you will be asked to provide a reason for this absence. This will ensure that the absence is accurately recorded in the register.

Requesting leaves of absence from school in exceptional circumstances.

Absence for the purpose of a term time holiday is not usually considered exceptional.

Please complete the school's form to request absence from school in exceptional circumstances. The form can be requested from the school office via paper copy or email, or it can be downloaded from the East Riding Council website.

If your request is not approved and your child is absent during this time then the absence will be recorded as unauthorised and the school may refer the unauthorised absences to the local authority and parents may be liable for a penalty notice (fine).

How the school is promoting and incentivising good attendance.

- Full and engaging curriculum which meets the needs of all learners and learning styles
- Competitions and deadlines
- Half termly attendance certificates for 100% attenders
- DOJO points leading to uniform rewards for engagement, behaviour and commitment to studies

The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

All schools record their attendance registers in a school information management system. The school will analyse this data to identify trends and patterns of pupil absence and may use this to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

The school will use its attendance data to help it identify pupils whose attendance has fallen below 90%, making them at risk of becoming a persistently absent pupil or below 50% (at risk of becoming a severely persistently absent pupil).

The school will contact you to discuss your child's attendance if there are regular absences.

For day-to-day absences and school procedures please see the Pupil Absence Procedures policy on the school website.

When your child's attendance begins to fall below 95% an **attendance warning letter** will be sent home informing you of this. There may often be good reason for this 'dip', for example a bout of chicken pox, or a bad winter cold. Often, attendance improves after two or three weeks of 100% attendance and no further action takes place.

If attendance doesn't improve after an attendance warning letter, you will be invited to attend an **attendance action plan meeting**. This is a meeting between a member of school staff (Mrs Boughton or Miss Rodgers) and parents to discuss target setting in order to improve your child's attendance. The action plan usually lasts 4 weeks and if targets are met, no further action is needed. Should any other difficulties be discussed in this meeting, for example time keeping or home routines, you may be signposted to other agencies which can offer help and support with these areas.

Where there is no improvement in school attendance and all support interventions both in school and out of school as outlined above have been offered, then the school will meet with the Local Authority's Education Welfare Service (EWS) and agree whether they will become involved and formal interventions may be considered. These formal interventions could include the use of a voluntary parenting contract, penalty notice, education supervision order, school attendance order or prosecution in the magistrate's court.

Review

This policy will be reviewed regularly and updated as necessary.

As noted in 'Working Together to Improve School Attendance,' 2022, the school will seek the views of pupils and parents as part of the review process.