Selby Educational Trust
Shaping Futures through Education

Title	Author	Approved		Review Date
Attendance Policy	B Railton	Trust Meeting	October 2021	October 2022

To be reviewed annually or as required

ATTENDANCE POLICY

At Selby Educational Trust we aim to honour and fulfil the UNC on the rights of the child this policy refers directly to the following article:

UNICEF Article 28 – every child has a right to an education

Guiding Principles

- Each Academy emphasises that it is the responsibility of everyone in the Academy to improve attendance and punctuality.
- Selby Educational Trust (SET) needs to ensure all its students access a full-time education which meets their needs and allows all to realise their potential
- Each Academy will strive to provide a safe and caring environment where each student can engage in all opportunities offered.
- Each Academy will work with students and their families to ensure every student has good attendance and punctuality.
- Each Academy will challenge the behaviour of parents/carers who give a low priority to attendance and punctuality.
- Each Academy has an effective system of communication with parents/carers together with appropriate agencies to provide mutual information and support.
- Each Academy will use Scholar Pack to provide accurate information and recognise any trends that can damage good attendance and learning.
- Each Academy will have regard to the Disability Discrimination Act 1995 and reasonable adjustments will be made for students.

What you can expect from Selby Educational Trust:

- We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- We will follow our safeguarding procedures regarding non-attendance.
- We will work closely with parents/carers where students' absence is cause for concern.
- We will support students to achieve good attendance and punctuality.
- We will support students returning to school after prolonged absence.
- We will follow local authority guidelines in relation to leave of absence requests and poor attendance.

What Selby Educational Trust expects from Parents/Carers:

- To ensure their child attends the academy on those days it is open, dressed in full uniform and equipped to learn, unless they are too ill to do so.
- To avoid keeping their child away from the Academy for any reason other than illness or other authorised explanation.
- To avoid arranging leave of absence during term time
- To immediately inform the Academy if their child is unable to attend (by 8.45am where possible), including the reason for absence and expected date of return.
- Parents/carers should contact the Academy on each day of absence.
- Parents/carers understand that every half-day absence from school is classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why

information about the cause of each absence is always required, either in writing or a phone call.

Each Academy will have an attendance lead (named in Appendix A)

Students should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent. Any problems with regular attendance can be solved between school, the parents and the student. If a student is reluctant to attend, it is not appropriate to cover up their absence and it is your parental responsibility to make contact with school immediately in regards to this.

If difficulties cannot be sorted out in this way, the school may refer the student to the Early Help Service. Who will also try to resolve the situation by agreement but, if other ways of trying to improve the student's attendance have failed, then court proceedings may be used to prosecute parents or to seek an Education Supervision Order on the student.
Alternatively, parents or children may wish to contact Early Help themselves: 01609 534829. They are independent of the school and will give impartial advice

Procedures

(Appendix B for Covid-19 changes)

School starts at 8:50am prompt (nurseries start earlier). Staff will greet students on the playground. We have breakfast club available from 8am for a charge. Those students who are not present to register but arrive before 9:10am and before 9:30am will be marked as late (authorised absence). The registers close at 9:30am and any children that are not marked as present by this time will be marked as absent for that session, either with a 'U' if they arrive in school after this time or with a 'O' if they do not arrive at all (unauthorised absence). The registers are updated electronically along with the correspondence received.

The school applies the following procedures in deciding how to deal with individual absences:

<u>Authorisation Procedures</u>

In the interests of safety and welfare of all students, school ask parents to inform them of any absence by 8.45am on the first day of absence. If school has not had contact by this time then school will make a 'first day of absence' phone call/text to ascertain a reason for the student's absence. Therefore, it is vital you keep your contact details up to date with school. If we cannot make contact a welfare check may be made in line with the schools safeguarding procedures.

The law states that only the school can authorise an absence. The fact that a parent has provided a note or other explanation in relation to a particular absence does not, in itself, oblige the school to accept it. The school does not have to accept the explanation offered as a valid reason for absence. Where there is any doubt about the explanation offered, or where no explanation is forthcoming at all, the absence will be treated as unauthorised.

<u>Illness</u>

If you are unsure whether your child is well enough to attend school then please ring for advice or bring them to school and inform a member of staff that your child is feeling unwell. If they continue to feel unwell then we will make contact with you.

We can administer medicines with a valid form completed by a parent/carer.

<u>Medical Appointments</u>

We advise you to make medical appointments outside of school hours however we recognise this is not always possible. If your child has an appointment during school hours please inform us as soon as possible and provide us with a copy of the appointment letter and only the time necessary for the appointment will be authorised.

If the appointment means your child will be late for school then please inform us so that we can book their lunch.

Leave of absence in Term Time

Details of school term dates are sent out in advance of the start of the school year and are available on the school website so that parents may plan family holidays accordingly. Please refer to local authority policy.

Late Arrival

All students who arrive at school after 9:10am must report to the front office and the lateness will be recorded by the office staff as 'L' on the register and the reason for lateness recorded. However, if a student arrives after 9:30am (close of register) they will be marked as an unauthorised absence (U) on the register for purposes of emergency evacuation etc.

How we respond to Absence/Lateness

- If a student is absent at morning registration without contact from a parent/carer to explain the absence, the Academy will contact parents/carers. We take our safeguarding responsibilities seriously and will always do our best to contact parents/carers to ensure that they are aware of their child's absence. Where a message has been left on a landline, a parent should contact the school reception to inform us of the reason for their child's absence.

- If no response is received, the Academy may telephone, or in some cases, make a home visit to parents/carers to fulfil our legal duty to establish the whereabouts of their child. Unexplained absences may be followed up by letter or email.

- All absence notes will be retained.

- Where a student's absence is cause for concern, the Academy will make contact with parents/carers in order that we can work together to support the student to improve attendance. Contact may be by any or all of the following: telephone, letter, E-mail, Dojo, meeting in school and/ home visit.

- Where no sustained improvement in attendance is demonstrated despite intervention, the Fast Track to Attendance process will be followed. Penalty notices may be issued in line with each relevant Local Authority's Code of Conduct.

Persistent Absence

A student becomes a Persistent Absentee (PA) when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any student's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this. Any student whose attendance has reached the PA threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention may be via:

- An action plan to improve attendance will be created which may involve referrals to other agencies alongside meetings between relevant Academy staff and parents/carers.

- Where parents/carers fail to co-operate with support and strategies provided by the Academy, further advice may be sought which could lead to legal sanctions being imposed.

Persistent Absence data is communicated to the relevant Local Authority via the School Census on a termly and annual basis.

The Trust has adopted the following attendance targets and special projects:

- Attendance is part of the school development plan
- To reward 100% children on a termly basis with an activity or gift and those children who have 100% for the year will also be rewarded at the end with a prize
- To reward best whole class attendance on a weekly basis
- Each Academy to offer those students and families who need it targeted appropriate support
- Attendance and punctuality are addressed and highlighted through the newsletters, Facebook and Twitter.
- To ensure parents/carers are made aware of issues in regards to their child's attendance through the text message system or letter and what action school will be taking
- We will conduct PA meetings as necessary to make plans for appropriate support/action.
- We have those who take leave of absence during term time that does not fit with the exceptional criteria these will be unauthorised and referred for a fixed penalty notice.

Appendix A

Selby Educational Trust Attendance Leads

Selby Community Primary School – Becky Railton
Carlton Primary School – Jon Watson

Appendix B (To be reviewed if needed)

Procedures

The children have specific start times

8.30 Nursery
8.35 Year 6
8.40 Year 5
8.45 Year 3
8.50 Sibling drop off
8.55 Year 1
9.00 Year 2
9.05 Year 4
9.10 Reception

Illness

Pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X

Pupils who have symptoms should self-isolate and get a test, we have a small number of tests in school to support with this.

Late arrival

All students who arrive at school after 9:15am will be recorded by the office staff as 'L' on the register and the reason for lateness recorded. However, if a student arrives after 9:35am (close of register) they will be marked as an unauthorised absence (U) on the register for purposes of emergency evacuation etc.

Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), they will be able to access work either on paper or electronically using the school website and Dojo. Their engagement with this will be monitored using Dojo.

https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year