

Millfields First School Attendance Policy



Written: November 2019

Approved by Governors: December 2019

Reviewed: June 2021

Attendance Policy 2021

Rationale

At Millfields First School we recognise that “every moment matters” and that there is a strong link between regular school attendance and educational progress and attainment. Therefore we strive to work in partnership with parents/carers to ensure that every child achieves the maximum possible attendance thereby enabling them to make a success of their education and realise their full potential. In order to achieve this measures have been put in place to monitor and address any concerns.

Aims

- To ensure excellent levels of pupil attendance and punctuality, aiming for 100%.
- To establish an ethos of ‘school attendance matters’ through proactive strategies to promote good attendance and punctuality.
- To work closely with parents/carers to fulfil our obligations to the children by placing high priority on the regular attendance and punctuality of all pupils.
- To ensure procedures within the school identify and follow up all absences and patterns of absence at the earliest opportunity.
- To have a clear and consistently applied escalation process.
- To continuously develop the school’s celebration of good attendance and punctuality.

Target-Our target is for all children to attend school on time everyday.

Registration

The School gates are open from 8:40 until 9:00- staggered start times for different classes. Upon arrival children will go straight to their classroom where they will have a morning activity to complete.

Class Teachers will take the morning register as soon as the children come in. They will take a second register in the afternoon. At Millfields we use an electronic registration system (ScholarPack). Attendance registers are kept in accordance with legal requirements, local authority guidelines and school regulations.

Millfields complies with and uses the DfE compulsory national attendance codes (See Appendix 1)

Lateness

It is very important that children arrive in school on time, every day.

Any pupil arriving after the gates close for their year group will be considered late and will be registered by the office as they are let onto the playground to be collected by a member of staff.

A record of how many minutes late will kept, as this information is integral to our attendance monitoring. Lateness will be monitored on a half termly basis by the Assistant Head Teacher.

Where lateness is becoming a concern a record will be made and a letter will be sent informing parents of this concern. Should persistent lateness continue, parents will be invited in for a meeting to look at how we can work together to overcome this issue.

Frequent lateness has a detrimental impact on the child's learning as over time they can miss out on a significant amount of their education. Lateness can also have a detrimental effect on the child's mental well-being. See the table below.

Minutes lost each day	Days lost per year
5 mins	3 days
10 mins	6.5 days
15 mins	10 days
20 mins	13 days
30 mins	19 days

Absences for illness/medical appointments

Parents must contact the school office by 9:15 am on the first day of illness either through the ParentApp or by phoning the School Office. Parents are asked to keep the school updated at least every other day for the duration of the illness.

Parents are advised to book medical appointments outside of school hours where possible. If this is not possible, parents are asked to notify school before the appointment so that the attendance register can be amended to show why the child is not in school. So that the attendance can be authorised we may ask for medical evidence of the appointment.

If no reason has been given for absence then this will show up as 'N'. These children can be identified quickly, enabling follow up calls to be made. Please see the table below.

Follow up procedures

Timescale	Action
By approx. 10:00 if no contact has been made with the school:	Priority 1 to be contacted. Voicemail left if no answer.
30 minutes after initial contact:	Second call to Priority 1. If no response has been received from Priority 1 then Priority 2 will be contacted. Voicemail left if no answer.
Immediately after calling Priority 2:	If no contact from Priority 1 or 2 has been received then Priority 3 will be contacted.
Approx 30 minutes later:	Should no contact have been received to give a reason for the absence, a

	member of the Senior Leadership Team(SLT) will contact the Attendance Intervention Co-ordinator (AIC) to arrange a priority visit to the child's known address. This may be a same day visit or next day visit.
Immediately after visit:	If no child has been seen or a reason for absence given the Police will be called to conduct a Safe and Well check. This will be logged on the school's safeguarding records.

Holiday Requests

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

If a leave of absence is requested during term time parents/carers must complete a leave of absence request form in advance of the trip (at least 4 weeks prior). These requests will be considered on a case-by-case basis by the Head Teacher, and they will use their discretion whilst applying government recommendations. The Head Teacher can only grant an authorised absence in exceptional circumstances.

It is the parent/carer's responsibility:

- To obtain a leave of absence form from the school office.
- To complete and submit the form in advance of the period of absence (4 weeks prior to the intended trip).

If parents/carers decide to take a holiday without the Head Teacher's authorisation, the child's absences will be marked as unauthorised.

Fixed Penalty Notices will be issued by the Education Welfare Service for unauthorised holiday absence during term time. This fine is payable at £60 per child, per parent.

Requests for other reasons

Absences for reasons such as religious observance (up to 2 days per year) or close family bereavement may be authorised by the Head Teacher. These requests must be discussed with the school. Absences for close family members' weddings or funerals will be limited to one day's authorised absence, if granted.

Persistent absenteeism

Attendance is monitored on a half termly basis by the Assistant Head Teacher. If attendance drops below 92% we consider it to be a concern. At this point we will write to parents to inform them of the attendance concern. If no improvement is seen then it may be considered necessary to involve the Attendance Intervention Co-ordinator.

Below is a table outlining the response from the school for persistent absenteeism.

Concern	Action
Attendance has fallen to 92% or below:	Letter sent to parents.
If no improvement seen and remains at 92%.	Attendance Intervention Co-ordinator (AIC) to write to parents.
If further decline in attendance has been seen or below:	Meeting to be held with parents and School.
Continued concerns:	Meeting to be held with parents and School and AIC. Warning of prosecution.
No improvements seen:	Prosecution process begins.

Rewards

Excellent attendance is celebrated termly during a Celebration Assembly where the children will receive a certificate. For any child who has maintained 100% for the whole school year they will receive a further certificate and a small gift during the final Celebration Assembly. If a child achieves 100% throughout their entire time at Millfields they will receive a gift voucher during their Leavers' Assembly. Routine medical appointments for children with medical needs will not be counted as an absence and therefore will not prevent a child receiving a certificate where their attendance has otherwise been excellent.

Attendance Percentages

Attendance Percentage	Days missed over a school year
100%	0 Days missed
95%	10 Days missed
90%	20 Days missed
85%	30 Days missed
80%	40 Days missed

Children with health needs who cannot attend school

The Medical Education Team discharges the duty of the Local Authority in ensuring that arrangements are in place for pupils who are unable to attend school because of their medical needs, to have appropriate and ongoing access to education.

The Team consists of qualified teachers and teaching assistants who are skilled in teaching pupils of statutory school age with a wide range of physical, emotional and psychological health needs.

The Medical Education Team provides

- advice to schools on the procedures to be followed when a pupil is absent from school as a result of medical needs
- education from the fifteenth day of absence from school (consecutive or cumulative) or from the first day when illness is recurrent or prolonged
- a range of educational provision, tailored to the individual needs of each pupil and detailed in Personal Education Plans
- regular monitoring and evaluation of pupil progress
- tuition in a range of settings if professionals involved with the CYP and the MET agree this is appropriate to meet need
- reintegration planning and support as appropriate
- close liaison with school based and external partner agencies and professionals including CAMHS and other health professionals

Pupils will remain on the roll of the school, which retains overall responsibility for their education whilst they are unable to attend due to medical reasons.

Monitoring arrangements

This policy will be reviewed annually. At every review, the policy will be shared with the governing board.

Links with other policies

This policy is linked to our child protection and safeguarding policy

