

# School Attendance Policy 2024 – 2025

## Individual School Procedures (Part 2)

To be read in conjunction with the Trust Attendance Policy (Part 1)

## Catshill First School & Nursery



Parts 1 and 2 of this policy have been reviewed and updated by Suzie Bourne, Headteacher from Witton Middle School together with Headteacher representatives from The Spire Church of England Learning Trust.

It will be reviewed as guidance from the Local Authority and/or DfE is updated. It will be reviewed annually as a minimum by Headteacher representatives from the Spire Church of England Learning Trust. This policy is written in conjunction with The Key which is supported by Forbes Solicitors.

At every review, the policy will be approved by the Trust Board (Part 1) **and the school's Local Governing Body (Part 2)**. It will be implemented by all schools within the Trust.

Part 2 reflects the individual school procedures. This has been updated by Georgia Plant, Head of School, Catshill First School and Nursery.

Reviewed and Ratified by the Trust Board: May 2024

Next Review Date: May 2025

Ratified by Local Governing Body: Dec 2024

In collaboration with



## **Contents**

### **Part 2: Individual School Detail and Procedures Contents**

Key personnel and procedures to be personalised by each school within the Trust. These are displayed from Page 12 onwards including :

#### **Part 2 Appendix 1: Strategies used to improve attendance and punctuality.**

1. Key attendance personnel
2. Timings of the school day, timings of registration periods
3. Punctuality (lates) procedures
4. First day absence procedures
5. Medical/dental appointment procedures
6. Request for leave of absence procedures
7. Following up unexplained absence
8. Strategies for promoting attendance
9. Reducing persistent and severe absence
10. Reporting to parents

#### **Part 2 Appendix 2: Flowchart of attendance intervention actions – to be amended by the individual school**

#### **Part 2 Appendix 3: Example of Attendance Support Plan.**

<b>School:</b>	Catshill First School and Nursery	
<b>1. Key attendance personnel (*please amend roles to suit your school)</b>		
<b>Role</b>	<b>Name</b>	<b>Contact details</b>
Headteacher	Julia Shingler	<a href="mailto:jshingler@catshill-middle.worcs.sch.uk">jshingler@catshill-middle.worcs.sch.uk</a>
School Attendance Lead	Georgia Plant	<a href="mailto:Hos@catshillfirst.worcs.sch.uk">Hos@catshillfirst.worcs.sch.uk</a>
Designated Safeguarding Lead	Rick Duerden	<a href="mailto:rjd107@catshill-middle.worcs.sch.uk">rjd107@catshill-middle.worcs.sch.uk</a>
Attendance Officer	Pauline Wainman	<a href="mailto:pjw17@catshillfirst.worcs.sch.uk">pjw17@catshillfirst.worcs.sch.uk</a>
SENDCO	Helen Ludlow	<a href="mailto:hjm35@catshillfirst.worcs.sch.uk">hjm35@catshillfirst.worcs.sch.uk</a>
Governor for attendance	Catherine Sherwood	<a href="mailto:hjm35@catshillfirst.worcs.sch.uk">hjm35@catshillfirst.worcs.sch.uk</a>
<b>2. Timings of the school day, timings of registration periods.</b>		
<b>Morning session</b>		
Starts at 8.45 - 8.55 am	Register taken 9.00 am Arriving after this time, will be marked 'L' (late)	Register closes at 9.30 am. Arriving after this time, will be marked 'U' (unauthorised late) unless a medical appointment.
<b>Afternoon session</b>		
Starts at 12.45-1pm	Register taken at 12.45-1pm	Register closes at 1.05pm.
<b>Timings of the school day:</b>		
	School starts	School finishes
Nursery am	8.45 - 8.55 am	11.45 am
Nursery pm	12.30 pm	2.45 or 3.20-3.30 pm
Reception	8.45 - 8.55 am	3.20 pm
Year 1 and Year 2	8.45 - 8.55 am	3.20 pm
Year 3 and Year 4	8.45 - 8.55 am	3.25 pm
*timings vary for some Nursery pupils		
<b>3. Punctuality (lates) procedures</b>		
<ul style="list-style-type: none"> <li>Children arriving late should go to the main office Reception where a parent must sign them in using the electronic system</li> <li>Parents of children who are repeatedly late or excessively late will be asked to attend a punctuality meeting with Head of School and/or Attendance Lead</li> </ul>		
<b>4. First day absence procedures</b>		
<ul style="list-style-type: none"> <li>If a child is absent, it is a parent or guardian's legal duty to notify school of the reason why. Parents/carers are asked to use one of the methods below before 9.15 am to inform the school of the reason for absence <ul style="list-style-type: none"> <li>Call the school office on 01527 872913. There is an answering service for calls made out of office hours</li> </ul> </li> </ul>		

- Email on [office@catshillfirst.worcs.sch.uk](mailto:office@catshillfirst.worcs.sch.uk)
- Text message. Please text 07786 132612
- By calling into the school office to speak to a member of staff.

#### **What does the school do if a child is absent?**

- Telephone or epraise using the contact list on the first day of absence if we have not heard from you
- Conduct a welfare visit (2 members of staff visiting the home to ensure that the child is 'safe and well' – dependent on staff capacity) to the home if we have not heard from you for two days or on the first day depending on the circumstances.
- Invite you in to discuss the situation with the school Attendance Lead and/or Head of School if absences persist;

#### **Safeguarding actions we may take;**

- Conduct a welfare visit (2 members of staff visiting the home to ensure that the child is 'safe and well' – dependent on staff capacity) to the home if we have not heard from you for two days or on the first day dependent on the circumstances.

#### **5. Medical / dental appointments procedures**

- If a child has a medical or dental appointment that cannot be made out of school hours, parents/carers must inform the school office. Evidence of the appointment may be requested.
- Every effort should be made to avoid making routine medical and dental appointments during the school day. It is expected that children will only be absent for the duration of the appointment and they should come to school before and after the appointment where possible

#### **6. Request for leave of absence procedures**

- **Procedures for requesting leave of absence for any reason (planned absence)**
- Taking any type of leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away on holiday in school time.
- Government regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purpose of a term time holiday.
- Headteachers are not permitted to grant any leave of absence during term time for holidays unless there are exceptional circumstances.
- In exceptional circumstances, pupils may be granted leave of absence during term time for not more than one week (5 school days) in any calendar year. If you wish to make an application for a planned absence please obtain a 'Request for leave of Absence' form from the school office. The form should be completed and forwarded to the school in advance of the planned absence.
- Absence known to be for the following reasons may be authorised:
  - Illness
  - Religious observance
  - Attendance at medical appointments which cannot be made outside school hours
  - Compassionate leave in some circumstances
- Where the application for planned absence has been submitted within the timeframe, all carers with 'Parental Responsibility' will be notified in writing of the decision.
- Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and parents may be fined by means of a Penalty Notice or Prosecutions in

the Magistrates Courts by the Local Authority - Requests that have been declined will be coded as unauthorised. (appendix 1 of Part 1 of the policy (Trust wide policy))

#### **7. Following up unexplained absence**

- Following up on absence when parent / carer has not been in touch with the school.
- Where no contact has been made with our school office, we will contact parents by phone or epraise to try and establish the reason for a child's absence.
- When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within 5 school days, we will make the absence as unauthorised, using the O code.
- If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts and safety.
- We will notify the Local Authority of children who are absent for 10 consecutive days without authorisation by emailing [CME@worcestershire.gov.uk](mailto:CME@worcestershire.gov.uk) and completing an online form to the Local Authority.
- Catshill First School and Nursery will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education we will investigate and report any suspected safeguarding cases to the relevant authorities.
- As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school has made all reasonable enquiries and cannot establish their whereabouts and is concerned for the pupil's welfare and safety.

#### **8. Strategies for promoting attendance**

- **Children are encouraged to have goos attendance and individuals are praised for improved attendance**
- **Attendance is tracked weekly for each class and this si displayed on classroom doors and on a whole school attendance display. Casses are awarded a weekly and half termly attendance cup.**

#### **9. Reducing persistent and severe absence**

- A pupil who is classed as Persistently Absence has an attendance of 90% or below
- A pupils who is classed as Severely Absent has an attendance of 50% or below
- Catshill First School and Nursery prides itself on building positive relationships with parents.
- Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

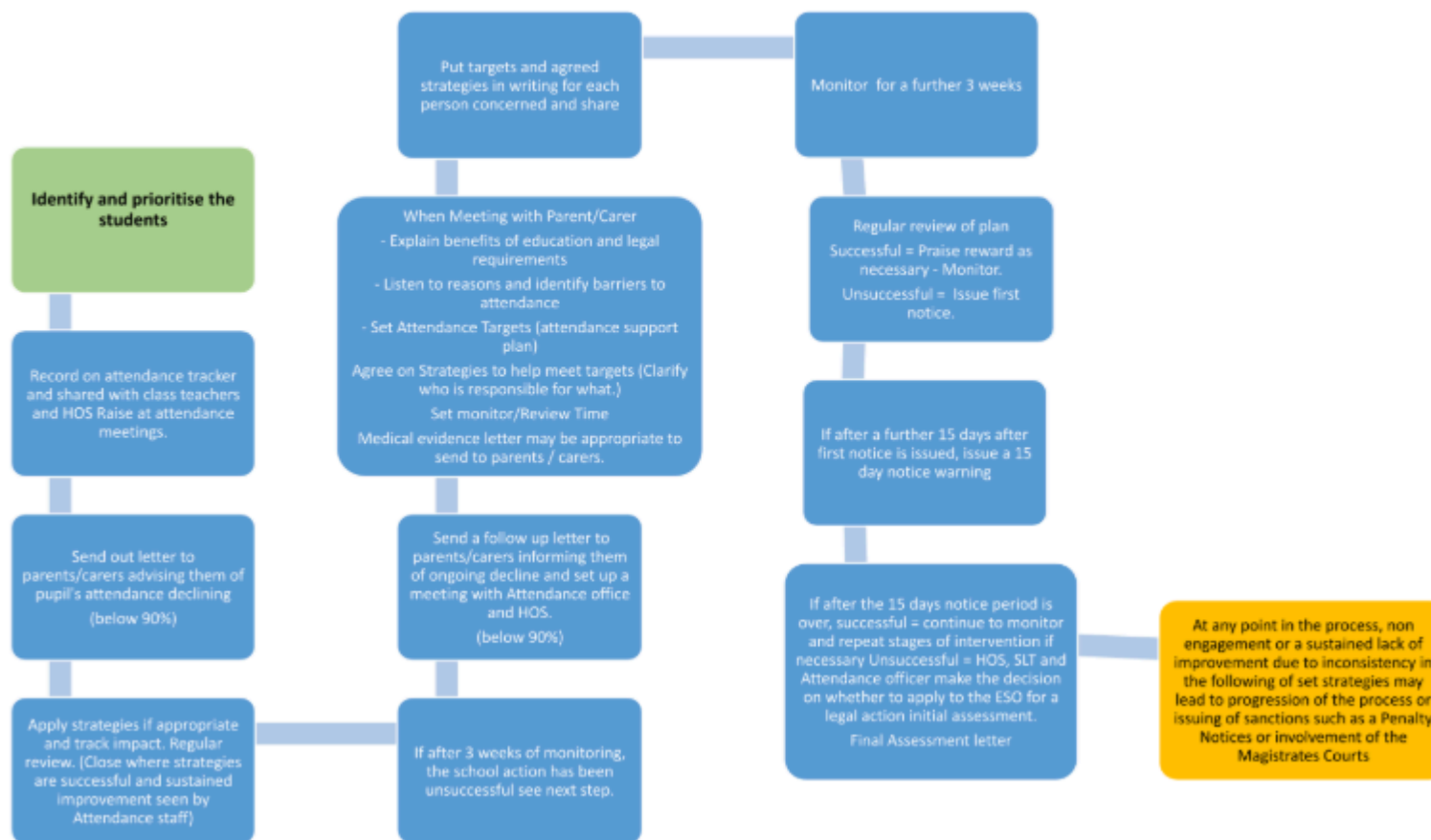
- If this is the case please speak to Mrs Wainman (Attendance Officer), your child's class teacher or Mrs Plant (Head of School). We may also contact parents/carers for a meeting to discuss attendance if patterns or concerns arise to find mutual solutions and offer support.
- We can support families through our 'Support for parents and families offer' (see our website for more information)
- For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will use an individual health plan and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.
- If this is relevant to your child please speak to Mrs Plant (Head of School), Mrs Ludlow (SENCO) or Mrs Wainman (Attendance Officer). We may also contact the parent/carer for a meeting to discuss any patterns or concerns linked to medical needs to find solutions to support an increase in attendance.
- There is regular information about attendance in our weekly newsletter, we will also use epraise, send letters and share regular updates. This can be information for the whole school or privately to the parent/carer.
- Our approach to persistent absence is outlined in Appendix 2 of Part 1 (DfE flowchart).
- If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.
- If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being.

**Expect** (good attendance) – **Monitor** (use data) – **Facilitate Support** (identify and remove barriers) – **Formalise Support** (contracts or orders) – **Enforce** – Legal sanctions.

## 10. Reporting to parents

- Parents/Carers can see their child's percentage attendance on epraise
- Attendance information is shared at Parents' Evenings and in each child's annual report.

Attendance Flowchart - CFSN



**Part 2 - Appendix 3**

**Attendance support plan**

Pupil:	
Class:	
Attendance meeting was held on:	
Present at the meeting:	
Current attendance:	
Points discussed during the meeting:	
What support will school provide?	
What actions will parent/carer take to improve their child's attendance?	
Review meeting date:	

**SB/April 2024**