

Sandown Primary School & Nursery Attendance Policy November 2021



Policy Contact Person	Mr Charlie Lindsay
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Signed by Approver	
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Post Pandemic

Sandown Primary School & Nursery welcomes the continued full education return and continues to review judgements about how to balance minimising any risks from coronavirus (COVID-19), by maximising control measures, whilst providing a full educational experience for every child. Sandown Primary School & Nursery has used existing resources and continually develops new procedures ensuring that we meet government guidelines and expectations. These extra steps continue to be monitored and reviewed as necessary.

Sandown Primary School & Nursery will follow national guidance should any confirmed cases be present within the school - engaging with the National test and Trace process, managing confirmed cases of coronavirus amongst the school community and containing any potential outbreaks following health protection teams advice in the first instance.

This policy reflects the vision and aims of Sandown Primary School & Nursery by:-

- Working as a team with parents and carers using transparent communication, creating an environment of mutual respect to ensure children realise their academic potential.
- Encouraging and supporting independence from the moment children arrive at school, maximising learning experiences & ensuring children's resilience, confidence and ultimate autonomy for their present and future learning.
- Providing clear expectations and procedures for parents and carers to realise their legal responsibility in ensuring their child's regular school attendance in line with the Education Act 1996.

Principles

Attending school regularly and on time is vital for your child's education and wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn therefore we need to ensure all pupils maximise access to their education.

Sandown Primary School & Nursery prides itself on establishing supportive relationships with parents, carers and the wider community to ensure school is a place where children are happy to learn and grow. Therefore, it is paramount that any concerns regarding a child's any issues affecting a child's attendance be discussed at the earliest convenience.

School days consist of some 190 days out of a year (365) leaving almost as many to enjoy other activities such as holidays, trips, visits etc. Children are expected to attend all 190 days, however here at Sandown Primary School & Nursery we understand that sometimes children are unavoidably ill/absent therefore we set our expected attendance of +97% or 185 days minimum.

Sandown Primary School & Nursery implements early intervention for families of children with lower than expected attendance (below 97%), supportive strategies are

consistently implemented and monitored. Children's whose attendance remains unimproved despite supportive interventions by the school will be issued with a Penalty Notice (i) or referred to the Local Authority (Education Support Behaviour and Attendance Service, ESBAS) for further supportive intervention - should expected progress not be made parents can be prosecuted by the Local Authority (ii)

*(i) Penalty Notices are fines of £120 imposed on parents. They can be issued to **each** parent liable for the attendance offence or offences. Under Section 576 of the Education Act 1996 a 'parent' includes any person who is not a parent of the child but who has parental responsibility, or who has care of the child*

(ii) A parent is guilty of an offence if their child of compulsory school age who is a registered pupil at a school fails to attend regularly - Section 444(1) Education Act 1996. In such a situation if the parent knows that their child is not attending they may be prosecuted for a more serious offence – Section 444 (1) (a) Education Act 1996.

Day to Day

***08:30-08:45** Start of the school arrive with all necessary equipment and dressed appropriately for the days weather/activities.

08:55 Class Teacher completes AM registration and sends to Attendance Officer

09:15 register close.

**Persistent late arrivals arriving post 08:45 will be subject to monitoring with a removal of any leeway (08:46-09:15), where no improvements are made Fixed Penalty Notice's via the local authority will be issued.*

09:30 - Daily expectation to inform of any attendance concerns and or absences or medical appointments etc directly to the attendance lead via ClassDojo, Telephone or text.

Every half-day - Morning and Afternoon attendances are recorded legally by the school on your child's attendance certificate and is either Authorised or Unauthorised. This is why information about the cause of each absence is ALWAYS required, by telephone, text message or in writing. To ensure safeguarding of all children on our school roll, parents/carers are expected to contact the attendance lead on the first day of absence and on each subsequent day unless signed off school by a medical professional by 09:30.

Parent / Carers of children absent from learning without contact will be sent a message/telephoned directly to assess reason for absence. If no contact can be made school will contact all other contacts and if unsuccessful, conduct a home visit - Sandown Welfare and Attendance Team (SWAT). Following exhausting all possible ways to locate an absent child school will report missing children to the police and inform the local authority under our duty of care.

12:45 - PM registrations KS1

13:00 - PM registrations KS2

All children are expected to attend all hours during the school day and attend school regularly. The school will not grant early leaving requests on day of absence. Early leaving requests have to be written requests in advance of the requested day (minimum 24hrs).

Authorised absences are absences such as genuine illness or other unavoidable circumstances. Genuine illness, supported by providing medical evidence enables school staff to authorise the absence.

Unauthorised absences are absences the school does not consider reasonable or unavoidable for which no “leave” is given. This includes:

- **Parents keeping children off school unnecessarily - such as Birthdays**
- **Absences which have never been properly explained**
- **Children who arrive at school too late for registration in class (after 09:15 or if being monitored 08:45)**

Parents are expected to contact the school at an early stage and work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Support, Behaviour & Attendance Service, (ESBAS) from the Local Education Authority. The ESBAS will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, these officers can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500.00 and/ or 3 months imprisonment.

Staying Positive

Children are sometimes reluctant to attend school. Any problems with regular attendance are best resolved between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse for longer periods of time.

Sandown Primary School & Nursery is passionate about ensuring children fulfilling their academic potential - attending regularly and on time builds excellent habits for lifelong learning success. Achieved by working in collaboration with parents, carers, families and the local community including the local authority to support and encourage regular school attendance. At Sandown Primary School & Nursery we consider regular school attendance to be an attendance of +97% ensuring that children maximise their exposure to learning opportunities making them all an Attendance HERO “Here, Every day, Ready & On-time”.

Post Covid 19 and beyond

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development. This impact can affect both current levels of learning and children's future ability to learn therefore, we need to ensure all pupils can return to school sooner rather than later.

Procedures

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

- Parents/carers are expected to advise the school/nursery using ClassDojo or 01424 436983 option 1 (Attendance Officer)
- Absences are only authorised when notified by the parent/carer by telephone or in writing - illness absences may require further medical evidence should attendance already be affected and below 97%.
- Parent/carers are advised to notify the schools of their intention to take a holiday in term time by completing the Withdrawal from Learning form. As parent/carers

have a duty to secure the regular attendance of their child, holidays in term time are not advised unless there are exceptional circumstances.

- Children who have unauthorised absences of more than 5 days in any term are automatically subject to attendance monitoring and support is given to improve and maintain positive levels of attendance, including onward referrals to the Local Authority and Childrens Services.
- Students arriving late to school are required to sign in at the school office. Those arriving between 8.45 and 9.15 are counted as late, those arriving after this time are treated as unauthorised absences. - This means they miss 50% of the days attendance.
- Parents and Children are asked to complete the Attendance Commitment Contract in accordance with ESCC guidelines.
- The school complies with the East Sussex attendance monitoring and reporting arrangements.
- The nursery reserves the right to remove your child from role if poor attendance in the nursery continues to be an issue.
- SWAT - Parent / Carers of children absent from learning without contact will be sent a message/telephoned directly to assess reason for absence. If no contact can be made with primary contact school will contact all other emergency contacts and if unsuccessful, conduct a home visit - Sandown Welfare and Attendance Team (SWAT). Following exhausting all possible ways to locate an absent child school will report missing children to the police and inform the local authority under our duty of care. On occasion, in order to support engagement, it may be possible to transport pupils into school.
- All children are monitored daily including children subject to Child Protection plans, children with Education Health Care Plans - to support and encourage positive learning routines.

It is not usually appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time. However where possible please make routine dental and optician appointments outside of school hours.

Information about projects and special initiatives recognising regular school attendance.

The Whole Class Recognition

The class in both KS1 and KS2 that has the best attendance for the week is awarded champions and care for either the Ponies or Chickens for the entirety of the following week.

Key Stage recognition Whole School recognition - can occur on any day!

Drop down days for Mufti, Extra Play, Movie afternoons etc

Individual Recognition

A prize draw will take place at the end of terms 2, 4 & 6 for those children that have been in regularly & on time with 97% - 100% attendance. (The randomiser will decide) Golden ticket prizes, Christmas Advent, Easter egg making, Panto tickets Bikes and so much more - Missing School is Missing Out...

Summary

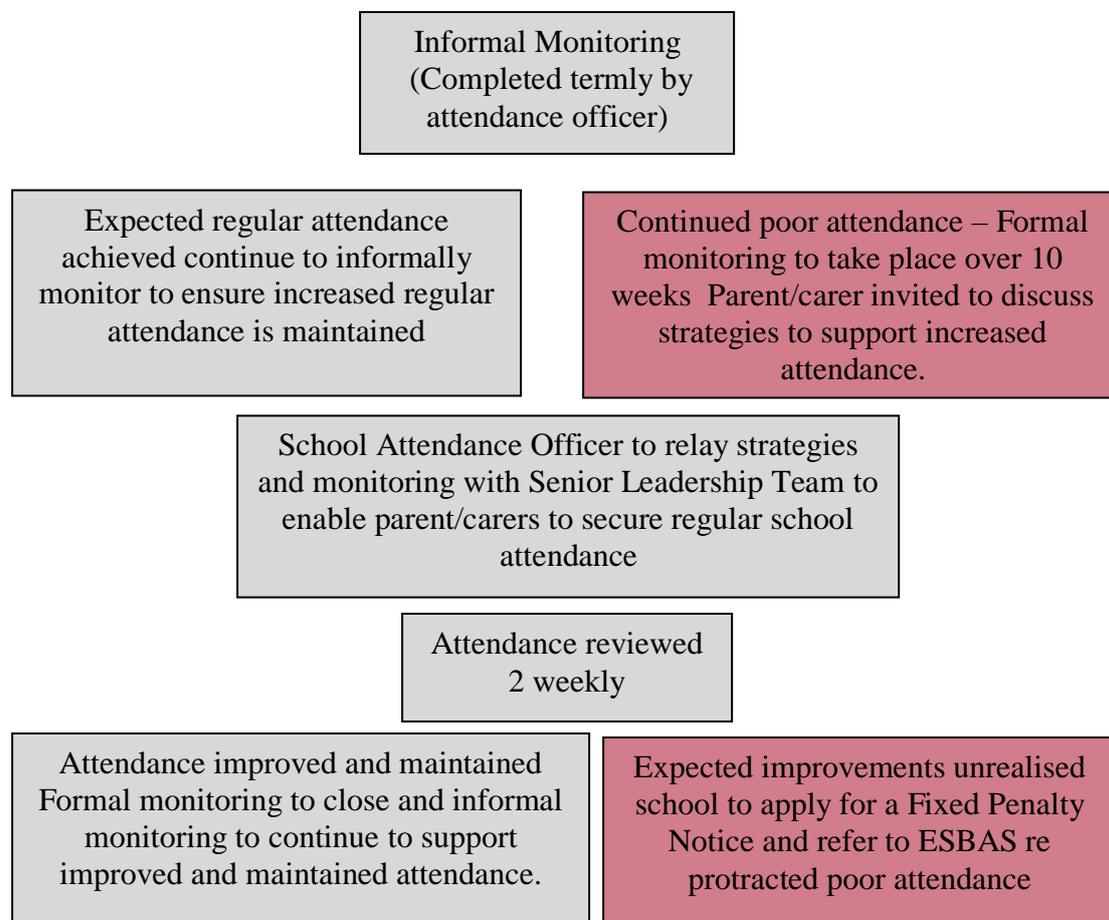
The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

School and Nursery staff are committed to working with the parents to establish supportive interventions to fulfil parent's legal responsibility in ensuring their child's regular school attendance, Sandown Primary School & Nursery also promotes regular nursery attendance in line with school expectation maximising exposure to early years provisions develops children's independence and promotes inclusive routines for future learning success.

Governors will monitor and review the implementation and development of this policy.

Appendix A

Children with adverse attendance will be subject to attendance monitoring to support increased engagement tailored to specific needs such as medical/exceptional circumstances/SEND:-



Sandown Primary School & Nursery

Additionally Sandown Primary School & Nursery is proud to provide early years provision and fosters the same approach to attendance and punctuality for the Nursery.

The Statutory Framework for the Early Year Foundation Stage (2014) and the Common Inspection Framework 2015 expects Early Years practitioners to promote good attendance within their settings.

The reasons for children to attend regularly at their Early Years setting are to support their learning and development, to make sure that children are kept safe, their wellbeing is promoted and they do not miss out on their entitlements and opportunities.

Good attendance promotes good outcomes for children and develops a readiness for school and lifelong learning. In a small minority of cases, good attendance practice

may also lead to the earlier identification of more serious concerns for a children and families.

Sandown Primary School & Nursery's policies and procedures in promote, support, record and monitor the attendance of children in the EYFS; this includes keeping accurate records of the daily times of arrival and departure for each child. It is in the best interests of children and families that all settings are aware of effective practice. For this Sandown Primary School & Nursery uses SIMs in line with school procedures.

Why is good attendance important?

The positive benefits gained from regular nursery attendance includes not only coming to every booked session, but also being there on time. Staff understand and see the impact of adverse attendance, children with adverse nursery attendance find it more difficult to:-

Securing good habits:-

- It builds in young children the idea that getting up and going to a setting is simply what you do.
- Children who attend every booked session develop a feel for the rhythm of the week and gain a sense of security from some regular elements, even when the actual pattern or focus of their learning or activity may vary widely from week to week.

Improved secure relationships: -

- Young children find it easier to build and sustain a range of social relationships when they regularly attend their childcare setting. Regular times arranged with parents help to develop a secure attachment within the setting. .
- For some families, particularly at times of stress, the child's regular attendance at a setting allows parents to get other things done and helps them enjoy spending time with the child when he or she is at home.

Increased self-esteem:-

- Children who rarely miss sessions at an early years setting and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution.
- Children who regularly miss sessions or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing.
- Regular attendance, on time, helps many young children to separate from their parents or carers at the start of the day and settle more readily into daily life in their setting

Learning and Development.

Staff carefully plan every session for each child in their care and want to take every opportunity to help them thrive. Experiences gained in one session are often developed further in the next session, whether or not these are consecutive days.

Children learn in many different ways through play with others and through being in the company of staff who actively support their learning and development.

Underachievement is often linked to lower attendance. For some older students this is linked to a steadily deteriorating trend in attendance, which is traceable right back to their Early Years setting. At Sandown Primary School & Nursery we want to celebrate children's experiences and regular attendance from YR6 right down to Acorns and Saplings.

Sandown Primary School & Nursery works tirelessly with families to support increased engagement and where possible works in collaboration with families agencies and all children. Where adverse attendance is still an issue and school avenues have failed to bring about expected changes, child's place within nursery can be withdrawn and onward referrals put in place to support and encourage regular engagement.

If any child's attendance starts to cause concern at Sandown Primary School & Nursery, key workers within the school will establish whether there are issues only for an individual child or if the family as a whole may be going through a difficult time offering further personalised support.

At Sandown Primary School & Nursery, we aim for our nursery to:

- Have a positive and welcoming atmosphere;
- Praise children for good attendance & for arriving on time;
- Show sensitivity and support families from a range of cultures and backgrounds
- Build positive relationships between children, families, staff and senior leaders bringing home and school together
- Being rigorous in monitoring attendance and in identifying and analysing patterns of absence (often called 'broken weeks') and the number of sessions missed to inform where support is needed to ensure children reach their full potential.
- Being rigorous and persistent in seeking and recording explanations for absence.
- Ensuring (through induction and regular reminders) that all staff know what to do, and who to tell, if:
 - A child is absent/late
 - A child has a changeable or deteriorating pattern of absence or lateness

Most importantly, Sandown Primary School & Nursery are focussed on ensuring children who attend Nursery make good progress, build resilience and are ready to start school being proficient with regard to their continued education.