



## School Attendance: Key Points

Our attendance target is 97%

School opens at 8.45 and children in class by 9.

Morning register is completed by 9.05am – Teachers to mark pupils as absent if not in attendance. Late arrivals register via the office who mark the child as late.

The register will officially close at 9.30 am and pupils arriving between 9.05 and 9.30 will be marked as late by admin staff. Those pupils not in school will be marked as absent.

The afternoon register is completed by 1.05pm – Teachers to mark pupils as absent if not in attendance.

If children are not in class, staff will follow the missing children guidance within the full attendance policy.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call before 9.45 am on the first day that they do not attend school.

If contact cannot be made, the attendance officer is contacted and arrangements for a home visit will be made as soon after 9.45 am.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

**Where a pupil is absent for more than three school days in a row, or more than 10 school days in one term, the pupil's parent will be expected to provide a signed letter with an explanation for the absence(s). The attendance officer is responsible for this**

Cases of persistent absence, the attendance officer will contact parents to discuss. The attendance officer will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If attendance drops below 90% the attendance officer will arrange a formal meeting with the pupil's parents.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

### **Home Lunch Provision**

Those children eligible for free school dinners and/or are in key stage one who may not be attending school, are entitled to packed lunches to be provided. Admin staff will arrange this with catering providers.

### **Home Lunches**

With the Headteacher's approval for a child to have home dinners, parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff at the school office has given their permission.

### **Truancy**

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school. Procedures outlined in the attendance policy be taken in the event of a truancy.

### **Missing in school children**

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The procedures within the full attendance policy will be taken in the event of a pupil going missing whilst at school.

### **Medical Appointments**

Children will be collected from the office. Parents will sign the child out and give a reason for the appointment on the relevant document. On return, children will be signed back into school by their parents.

### **Attendance Monitoring Procedures**

We have adopted the attendance monitoring procedures set out in the full policy, including; contact details and monitoring procedures. To ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard.