



Attendance Policy Appendices



Academy Specific Information

Appendix A - Academy Specific Information

Name of Academy / School:	Silverstone CE Primary
Name of Person at the Academy with Responsibility for Strategic Approach to Attendance:	James Bloomfield (Headteacher)
Name of Member of Staff to Contact regarding Absence on a Day-to-Day Basis:	School Office 01327 855100 office@silverstone.pdet.org.uk
Name of Member of Staff to Contact for More Detailed Support on Attendance:	James Bloomfield (Headteacher)

Vision and Values:

Where we Learn Together, Grow Together, Achieve Together, knowing that Jesus said:

"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit." John 15:5

At Silverstone CE Primary we aim to nurture the talents and aspirations of our school community, developing the qualities of self-confidence, responsibility, compassion, determination to enable everyone to be the best they can be and to flourish in an ever-changing world.

We believe that strong attendance and excellent punctuality are crucial to the positive working ethos and habits that children develop and will take with them into education beyond primary schools. Furthermore, good attendance and punctuality are important factors in a strong and positive partnership between parents and school.

Times:

Registration session opens:	Reception & Year 1/2:	8:45am
	Year 3/4/5/6:	8:50am
Register closes:	Reception & Year 1/2:	8:55am
	Year 3/4/5/6:	9:00am
Afternoon Session start time:	Reception:	12:50pm
	Year 1/2:	1:00pm
	Year 3/4/5/6:	1:20pm

Promoting and Incentivising Good Attendance:

We encourage children to be the best they can be; this includes recognising the importance of good attendance and having a readiness to learn. Good attendance is '*standard expectation*' for all children. If children are showing signs of reluctance to come into school, we praise their effort and support them in overcoming any barriers

We encourage and promote improvements in attendance if there are concerning patterns. This is usually done at class teacher level.

For example:

- Improvements with lateness: teachers could incentivise with class points, or promote with time in our sensory room to support emotional needs
- Improvements with absences: verbal praise, praise postcards at teacher level
- Improvements with persistent absences due to Social Emotional or Mental Health (SEMH) needs: Senior leader/SENco involvement and will work in partnership with parents to incentivise with appropriate rewards

Attendance data is included on pupils' annual reports.

Process for Notification of Unplanned Absence:

Parent/Carer to **notify the school office by 9:00am on the first day of absence, providing the following details:**

- Name of child
- Year group
- Reasons for absence

Telephone: 01327 855100

Email: office@silverstone.pdet.org.uk

Procedure for Dealing with Unexplained Absence:

As a safeguarding measure, if the school has not heard from parents/carers regarding a child's absence by 9:00am then office staff will start to call all the contact numbers that have been provided in order to gain an explanation for the absence. Accurate and up to date contact details for at least two people, but preferably three, are essential. Police may be called if we are unable to reach any of the named contacts and we are concerned about a missing child.

Procedure for Lateness:

Children who arrive after 8:45am (Rec/KS1) or 8:50am (KS2) but before 9:15am will be marked as 'Late' (L) whilst the register is open. This will **not** affect the attendance percentage but will be

monitored carefully by Senior Leaders in the school. Persistent lateness could lead to the involvement of the Local Authority Attendance Team.

Children who arrive after 9:15am (All year groups) will be marked as 'Late' (U) after the register has closed. This will count against the attendance rate and the Headteacher is concerned then further actions will be taken to support the parents to improve the attendance rate. Persistent lateness could lead to the involvement of the Local Authority Attendance Team.

Parents/Carers are expected to accompany their child to the school office if they arrive after the school gate are locked. This is for safeguarding purposes to ensure children are handed over to a member of staff in the office.

Procedure for Requesting Leave of Absence:

Parents Carers must notify the school of any requests for leave of absence **prior** to date of the absence. All requests must be in writing using the 'Leave of Absence Request' form.

Absences can only be authorised for 'exceptional' circumstances.

If unauthorised absence becomes an issue then the school will notify Northamptonshire Educational Inclusion and Partnership Team for consideration of further action and as such we need to make you aware that the outcome could be a Penalty Notice, payable direct to the Local Authority. The Penalty Notice is £120 per parent/adult for each student to be paid within 28 days, decreasing to £60 if paid within 21 days. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

Below are examples of authorised and unauthorised absences. This list is not exhaustive:

Authorised absences:	Unauthorised absences:
<ul style="list-style-type: none"> ➤ illness ➤ Medical/Dental appointments ➤ Major religious observances ➤ Visits to prospective new schools ➤ External exams or educational assessments ➤ Family Wedding (day of wedding only) ➤ Significant family event such as birth of new sibling (<i>one day</i>) 	<ul style="list-style-type: none"> ➤ Family Holiday ➤ Shopping /day trip / visit to a theme park ➤ A birthday Treat ➤ Looking after other children / other family members ➤ Appointments for other family members

Appendix B1 – Process to be Followed When Attendance Falls Below Certain Levels

Attendance below 96%

- At the Headteacher's discretion notification (via a letter or through ParentMail) to be sent to parents informing them of concerns regarding level of absence and impact on learning.
- Headteachers discretion is based on attendance information and other relevant contextual information such as:
 - Total number of days absent
 - Number of unauthorised absences
 - Frequency of absent
 - Time of year (Autumn term attendance figures can quickly be affected by a small number of absences)
 - Attendance patterns from the previous academic year

Attendance below 90%

End of Autumn Term

- Letter to be sent to parents informing them of a high level of absence
- If there are concerning patterns regarding absences, including high levels of unauthorised absences, then parents may be requested to attend a meeting to plan appropriate actions and set attendance targets.
- If there are concerning patterns of lateness (L) and/or (U) then parents may also be requested to attend a meeting to identify support, plan appropriate actions and set targets.

End of Spring/Summer Term

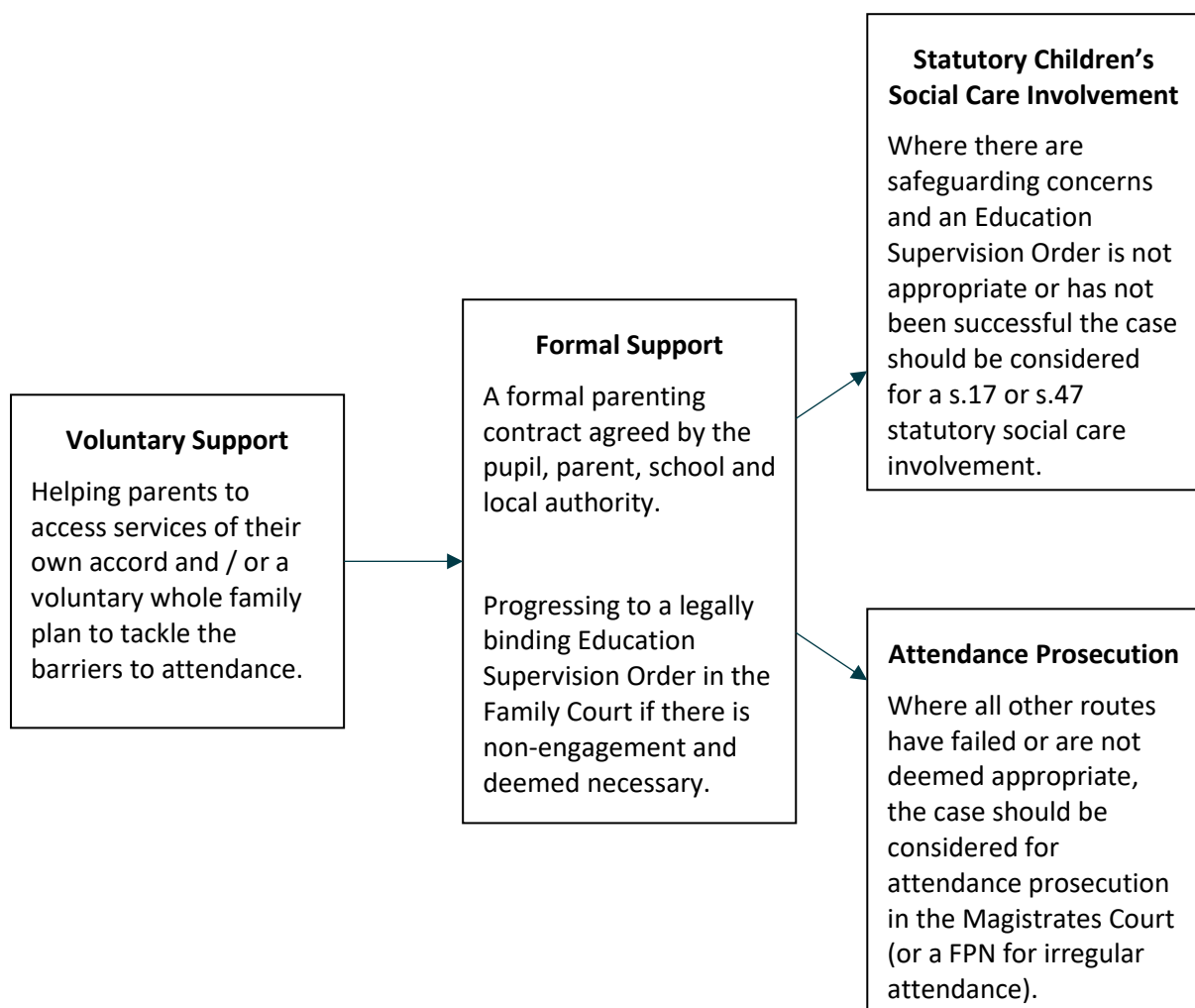
- Letter to be sent to parents informing them of a high level of absence.
- If there are concerning patterns of absences since the autumn term, including high levels of unauthorised absences, parents may be requested to attend a meeting to plan appropriate actions and set attendance targets.
- If concerning patterns continue from the autumn term with no evidence of improvement, a letter will be sent to parents inviting them to a formal attendance meeting supported by the LA Attendance Officer. An 'Academy Parenting Contract' will be put in place for 6 weeks.
- If there are concerning patterns of lateness (L) and/or (U) then parents may also be requested to attend a meeting to identify support, plan appropriate actions and set targets.

If academy parenting contract does not sufficiently improve attendance and all other avenues have been exhausted:

- Proceed to 'Formal Support' – see flow chart at [Appendix B2](#).

Appendix B2 - Formal Support and Legal Intervention Flow Chart

As absence is so often a symptom of wider issues a family is facing, schools, trusts and local authorities should always work together with other local partners to understand the barriers to attendance and provide support. Where that is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents. Attendance legal intervention can only be used for pupils of compulsory school age and decisions should be made on an individual case by case basis.



Reference: [Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/671123/Working_together_to_improve_school_attendance.pdf) page 34, section 6, paragraph 89