Attendance Procedures

School **Miers Court Primary**

School Times

	Morning Session	Afternoon Session
Start of session	Years R-6	1.00pm
	8.35am	1.00pm
Class Registration closes (*Child would be L after that*)	08.50am	1.10pm
Registers close (If your Child is late after this time their mark will be U unauthorised)	09.10am	1.20pm
End of session: Monday - Thursday	Year R –	3.15pm
	Years 1-6	3.25pm
Friday	Year R	1.05pm
	Year 1-6	1.10pm

Attendance Staff

Strategic Lead	**Attendance Officer**
Lindsay Fordyce (Principal)	Emma Feveyear

Pupil Absence Procedure

- Parents to notify the school when their child is unable to attend (with a reason) on the first day of absence before 09.30
- 01634 388943
- office@mcps.school

If no explanation of absence is received by 09.30am, the office will telephone home and send an email via Arbor.

- If the absence of the child is not explained, we will contact all contacts on the child's Arbor account.
- If we still have no response a home visit will be carried out.
- If we are still unable to get a response an email/letter will be sent informing you that you have

By whom	**Effectiveness check**	**By whom**
Parents	The Attendance Officer has a daily overview of attendance data and follows up with the school office and attendance lead if no explanations received.	*Attendance officer*
Office/AO	The Attendance Lead has the overview of attendance data and meets regularly with the Attendance Officer and Trust Attendance Lead.	*Attendance Lead* *AO Local authority*

until a certain time and then the child will be classed as missing in education and referred to Medway Attendance local authority.			

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

▪ The school expects children's attendance to be at least 96% with an overall target of 100% ▪ Class teachers will: o Ensure they promote attendance o Set clear morning routines for the children. o Speak to parents, where possible, to encourage high attendance and offer support. o Where an increase is not seen, the Parents/Carers will be invited in for a meeting.	*All staff* *Office staff Overseen by principal* *Office* *Teacher's/leaders/ SENDCo*	✓ The SLT Attendance link checks in with staff weekly to ensure they are monitoring attendance and support.	*Attendance lead and officer* *Trust leadership* *SLT/Principal and LAB*
▪ All new parents will be signposted to the attendance policy and information about attendance will be on the website and in the school prospectus. ▪ The newsletter is used as a vehicle to promote attendance expectations and celebrate class attendance. ▪ Individual parents will be spoken to when there is a concern about their attendance. ▪ Exciting class learning opportunities will be shared with parents and children via dojo and the website.	*Office staff Overseen by principal* *Office* *Teacher's/leaders/ SENDCo*	Attendance lead and Attendance Officer analyse data Local Authority monitors attendance data on a monthly basis Attendance is a standing item on SLT and LAT agenda.	*Trust leadership* *SLT/Principal and LAB*

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

▪ Weekly meeting (*Tuesday*) with Strategic Lead and Attendance Officer to review the Attendance patterns. o Identify pupils who are at risk of PA, PA and SA. o Overall Attendance and PA. o Review the direction of travel	*Principal/ AO*	Weekly minutes from this and reports for the attendance produced by Arbor	*Principal/ Attendance officer*

▪ Local Authority AO visits once a term to review attendance with the Strategic Lead and Attendance Officer o Overall attendance & PA o Pupils on reduced timetables. o Off rolling checks ° List of pupils ° Medical Evidence ▪ Data will be analysed by class ▪ School Vue analysis will assist in highlighting vulnerable groups ▪ Data analysis will be shared with class teacher and reviewed by SENDCo and Principal ▪ The attendance of "at risk" and vulnerable children will be monitored by teachers and concerns highlighted immediately ▪ An attendance improvement plan will be put into place when Required	*Local Authority AO, Principal & Attendance officer* *Attendance Officer/Attendance Lead/ SENDCo/ DSLs/ Teachers*	Minutes from ASSA meeting. Improved attendance and punctuality for all with identified pupils showing the greater improvements.	*Attendance Officer/Lead* *SENDCo* *Principal*

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

▪ Attendance Clinics to be held for targeted families ▪ Initial clinics twice a term for those At Risk of PA. ▪ Termly clinics with Local Authority AO for targeted parents who are At Risk of PA or SA. ▪ Teachers are encouraged to talk to parents at the earliest possible opportunity if concerns emerge regarding attendance or punctuality	*Principal* *Principal* *Principal* *Class teachers*	Termly ARM and ARW attendance rates.	*Principal*

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

▪ From the weekly monitoring pupils and the attendance clinics who are identified as requiring support. Such as Practical, Emotional support ▪ An Early Help referral can be made if there are external barriers impacting upon a child's ability to attend school ▪ Meet with PA/ SA parents to agree targeted ▪ Signpost family to external support.	*Principal* *DSL/DDSLS* Principal Principal	Weekly monitoring of the targeted pupils	*Principal*

Formalise Support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

▪ PN1 sent at the start of the year ▪ Attendance meeting invite will be sent with PA/ SA parents/Carers. **During the meeting.** ▪ If not already in place, Parental Contract or other agreement. Medical evidence will also be asked to be provided for future absences. ▪ Agree joint working with Local Authority, including Social Care if relevant. • Support will be offered where needed.	Attendance Officer Attendance Lead Principal/ Attendance Officer	Termly ARM and ARW attendance rates.

Enforce

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

▪ Attendance concerns are discussed at termly Raising Standard Meetings	Principal	✓ Minutes from Raising Standards	*Principal*
▪ Safeguarding team Termly DSL meet and discuss the support of children with known vulnerabilities	DSL	✓ Minutes from DSL	*DSL*
▪ Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice. ▪ In this instance, a 'Notice to Improve 'notification will not be issued beforehand. o First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid afterday 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court. o Second Offence (within 3years) - the second time a Penalty Notice is issued the amount will be £160 per parent,	Attendance Officer		

per child paid within 28days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

- Third Offence and Any Further Offences (within 3years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates 'Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.

Standard Attendance Notifications

Set emails alerts through StudyBugs (*Primary*) or Arbor (*Secondary*)

SLT

Purpose	Audience	Time / Trigger	Actions
Weekly YTD attendance alert – whole school	Principal / SLT Attendance Lead	Friday 2pm	Dojo message to parents Conversation with child planned
Below 90% attendance alert – whole school	Principal/SLT Attendance Lead	Friday 2pm	Letter to parents
Fallen below 90% - Attendance alert – whole school	SLT Attendance Lead	Daily at 10am	Meet with parents Talk to pupil
Risen above 96% attendance – whole school	SLT Attendance Lead	Every Friday at 2pm	Congratulatory message to pupil

CLASS TEACHERS

Purpose	Audience	Time / Trigger	Actions
Weekly YTD attendance alert – Class	Class teacher	Friday 2pm	For information only
Below 95% attendance alert – Class	Class teacher	Friday 2pm	Call to parents and discussion with SLT
100% week to date attendance – class	Class teacher	Friday 2pm	Reward for class
Daily missing marks alerts (am/pm) - class	Class teacher	Every day at 10am and 2pm	Update registers

PARENTS

Purpose	Audience	Time / Trigger	Actions
Absence Chaser	Parent/Carer	Every day from 0930	**We have noticed that your child is absent from School**

			today. Please let the school office know the reason for this. **Please note following on from our recent attendance letter, failure to let the school know why your Child is absent will result in your Child's attendance mark being unauthorised.** **1 day equals 2 unauthorised sessions (am, pm) 10 unauthorised sessions will be referred to the AASSA under the Medway and Government attendance guidance.**
PA Absence chaser	Parent/Carer	Every day from 930	Subject - (pupil name) no in school today. Message - (pupil name) is not in school today. As they are frequently absent their absence has been recorded as unauthorised unless you can provide medical evidence. As a reminder, too many unauthorised absences can lead to a fine from the council.
When a pupil's attendance drops below 90%	Parent/Carer		Subject - (pupil's name) has missed (days absent) this year Message- (pupil name) has missed (days absent this year) of a possible (days required this year). While we understand that absence is sometimes unavoidable, it's important to ensure they don't miss more school. If there is anything contributing to (pupil name)'s absence that you would like to discuss with a member of staff, please let us know.
When a pupil's attendance drops below 96%	Parent/Carer		Subject - (pupil name)'s attendance has fallen below 96% Message - (pupil name)'s attendance has now fallen to (attendance this year).

		We are concerned that this level of absence could have a detrimental effect on (pupil name)'s learning. We of course understand that the reasons, such as illness, might not be within anyone's control however we hope we can count on your support to encourage (pupil name) to attend school. We are here to help and if you would like support then please let us know.
When a pupil's attendance rises to 96%	Parent/Carer	Subject- (pupil name)'s attendance has risen to (attendance figure). Message – We are pleased to let you know that (pupil name)'s attendance has now risen to (attendance figure) for the school year so far. Thank you for your support.