

**It is your parental responsibility to ensure that your child attends school every day.** The purpose of this strategy is to set out how we will support your child's attendance.

Attendance at school matters. At Beechwood Primary School we believe that good attendance is secured by developing a partnership between families, schools and our partner agencies involved in the social and emotional development of children.

**Your child's potential and life prospects are significantly enhanced when he/she has high attendance.** Thank you to all parents who have supported your child's attendance which, **impacts positively on your child's physical, social and emotional development.**

There remain, however, too many children with persistent absence. **Low attendance places your child at a significant disadvantage in terms meeting their academic potential.** Furthermore, children with low attendance often **lose confidence, find it more difficult to maintain friendship circles and their overall enjoyment of school falls.**

The Governing Body of the school fully adopt the change in regulations relating to school absence. Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013.** The amendments make clear that **headteachers may no longer grant any leave of absence during term time unless there are exceptional circumstances.** These are set out in the Regulations.

The aim of our attendance strategy is to:

- **Increase the school's overall attendance.** Our target is to develop an expectation of regular school attendance. In other words, that each child attends every single day.
- **Promote an understanding of the need for good school attendance** across the whole school community.
- **Reduce the number of children with persistent absence** through clarity of expectation, effective support and adherence to policy. We will continue to offer support to vulnerable families to help promote better attendance for all children.
- **Promote effective inter agency work.** This includes the use of the Participation Team to develop action plans. This would include the use of an Educational Penalty Notice (EPN).

### Action Plan to meet desired outcomes:

<p><b>Personal Development: Behaviour and Attitudes:</b></p> <ul style="list-style-type: none"> <li>To improve baseline attendance and create a culture of awareness and importance for all stakeholders</li> </ul>			
<p><b>Rationale:</b></p> <ul style="list-style-type: none"> <li>Each day impacts on a child's progress, attainment and social development. It is therefore very important that we challenge and support parents to ensure that every child attends school every day.</li> </ul>			
<p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>To increase overall attendance in line with national expectations</li> <li>To reduce persistent absenteeism</li> <li>To improve punctuality</li> <li>All stakeholders will understand: that regular attendance (100%) is our standard expectation; that attendance thresholds and intervention strategies will be implemented at every level of attendance.</li> </ul>			
Actions to be taken	Success Criteria: What will change?	Timescale and Personnel Involved	Evaluation and Monitoring Strategies Required
<p><b>Improve the attendance of persistent absentees (those with attendance less than 90%)</b></p> <p><b>From April 2022, where a child has attendance of 90% or less, absence of three or more consecutive days will be classified as unauthorised unless school receives evidence that your child has attended a medical appointment or is taking prescribed medication for a recurring condition.</b></p> <p><b>From September 2022, five days of unauthorised absence in a single term will result in a referral to the Local Authority for an Education Penalty Notice.</b> We are dedicated to your child's education and growing their potential. We cannot as a school accept persistent absence being the norm for any child.</p> <p><b>Attendance reviews</b>, conducted with the Headteacher, Attendance Officer and EWO, will run six weekly, reviewing</p>	<p>Parents of children who were persistently absent last year or become persistently absent this year will be required to evidence medical intervention, without which referrals will be made for the issue of Education Penalty Notices where the five-day threshold is met;</p> <p>Systems implemented facilitate analysis and understanding of attendance trends and record accurately action taken at six week intervals.</p> <p>Through education and support, families will understand the increase in expectation and the need to engage.</p>	<p>Attendance Team: S Hunter (Headteacher) R Minter (Deputy Headteacher) N Blinco (Attendance Officer/ Secretary) L Dennis (Chair of Governors)</p>	

<p>individual attendance and implementing actions set out in the attendance strategy (See Appendix 1);</p> <p>The <b>Attendance Officer will engage in ongoing dialogue with families of persistent attendees, offering or insisting on support</b> depending on the intervention strategies attached to the level of attendance.</p> <p>The <b>Attendance Officer will attend Attendance Cluster meetings and seek best practice from local schools</b> to ensure that agreed protocols are being adhered to, that all intervention strategies remain under consideration and to remain abreast of changes.</p> <p><b>The Attendance Officer to attend relevant training</b> and update relevant policies.</p> <p>Engage with training on the <b>Code of Conduct on Education Penalty Notices (EPN)</b> and to act in accordance with agreed protocols, contacting the Educational Welfare Officer (EWO) to request issuing of warning notices ahead of EPN's.</p>	<p>The Attendance Team will be clear on the steps available in order to enforce the school's expectations attendance and punctuality;</p> <p>The Attendance Team will remain compliant with legislation, regulations and Local Authority administration arrangements;</p>		
<p><b>Promote awareness and understanding positive attendance in the community</b></p> <p><b>Termly attendance letters</b> will be sent by the Attendance officer to every parent, communicating the attendance strategy and their child's attendance for the relevant term. A separate, <b>persistent absence letter</b> will be sent to those children whose attendance falls below 90%.</p>	<p>All stakeholders will be clear of the school's 100% expectation, of their own child's attendance, on the attendance thresholds and intervention strategies to be implemented at each level</p> <p>Information of attendance is made higher-profile (in weekly newsletter, in Celebration</p>	<p>Attendance Team: S Hunter (Headteacher) R Minter (Deputy Headteacher) N Blinco (Attendance Officer/ Secretary) L Dennis (Chair of Governors)</p>	

<p><b>Weekly attendance displayed in the newsletter</b>, celebrated also in weekly assemblies with competition between classes;</p> <p><b>Regular communication on attendance</b> (and punctuality) by the Headteacher in the schools newsletter will include the publishing of attendance figures alongside relevant messages, such as our expectation is regular attendance and that leave of absence can only be granted in exceptional circumstances.</p> <p><b>Celebrate improvements in attendance</b> by sending letters following monthly Attendance Reviews.</p> <p><b>Display in school hall celebrating class attendance</b> will be maintained through the year with a special day to be arranged for the winners</p>	<p>assembly, on the website, around school) and is more readily available</p>		
<p><b>Improve punctuality</b></p> <p>Regular reminders in school newsletter</p> <p><b>Analyse late book half termly and contact parents with three or more lates by letter</b>, explaining the importance of punctuality.</p> <p>If lateness continues, challenge and support through direct parental engagement.</p> <p>If engagement is unsuccessful, request EWO involvement to discuss the most appropriate legal mechanism to improve punctuality.</p>	<p>Families become more aware of the expectation of punctuality.</p> <p>Families become more aware of the expectation of punctuality.</p> <p>Families become more aware of the expectation of punctuality.</p>	<p>Attendance Team: S Hunter (Headteacher) R Minter (Deputy Headteacher) N Blinco (Attendance Officer/ Secretary) L Dennis (Chair of Governors)</p>	

### Appendix 1: Attendance strategy outlining thresholds, communicated termly to all parents

Band	Attendance	Number of days	Commentary
1	95% - 100%	Equivalent of up to 9 days/less than 2 weeks absence	<b>This level of attendance will ensure that your child has the greatest opportunity to fulfil their potential. Thank you</b> for supporting your child's attendance at this level.
2	90% - 94%	Equivalent of up to 19 days/nearly 4 weeks absence over the year	Over the course of a full academic year, <b>this level of attendance will begin to impact negatively on your child's progress and attainment.</b> We will monitor your child's attendance regularly to ensure it improves. <b>Support is available on an optional basis</b> though non-engagement may result in a Penalty Notice being issued where: <ul style="list-style-type: none"> <li>• Overt truancy (including pupils found during truancy sweeps)</li> <li>• Inappropriate parentally – condoned absence</li> <li>• Holidays in term time without prior school permission from the headteacher</li> <li>• Failure to return to school on the agreed date (may also result in your child losing their school place)</li> <li>• Persistent late arrival at school (after the register has closed)</li> <li>• All pupils who are excluded for between one and five days (fixed term or permanent) are required not to be in a public place, during school hours, without justification. This includes being accompanied by their parents.</li> </ul>
3	85% - 89%	Equivalent of up to 29 days/nearly 6 weeks absence over the year	Over a full academic year, <b>this is a high level of absence and your child's progress and attainment and potential is being held back.</b> If our attendance team is not satisfied that absence is unavoidable, then <b>we expect you to engage with us</b> (and the Participation Officer, if appropriate) <b>at attendance panel meetings</b> to improve your child's attendance. If attendance does not improve, <b>the Local Authority may choose to issue a Penalty Notice.</b>
4	Less than 85%	More than 29 days/nearly 6 weeks absence over the year	<b>If attendance falls below 85% over a full academic year, this will seriously impact and inhibit your child's progress, attainment and confidence.</b> If our attendance team is not satisfied that absence is avoidable, non-engagement with the Participation Officer will result in the issue of an Education Penalty Notice.