

Attendance and Punctuality Information for Parents / Carers

Attendance

Our school attendance target is **95% and above for all children**

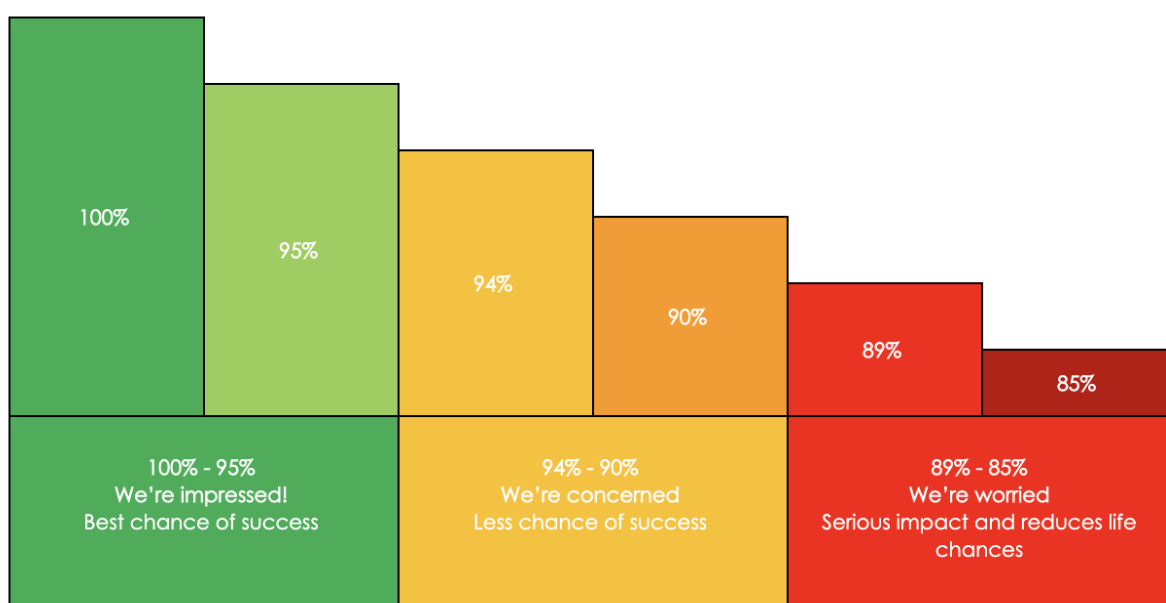
At Battle Primary, we are committed to:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil arrives at school on time and ready to learn
- Ensuring every pupil has access to full-time education to which they are entitled

Good attendance means being in school at least **95%** of the time (**180 days or more**)

There are **365 days** in a calendar year. **175 days** are **non-school** days that can be used for family time, visits, and holidays and shopping.

		190 School Days in Total	No. of lessons missed over a year	No. of days absent over a year	No. of weeks absent over a year
We're impressed!	100% attendance	190 days	0	0	0
Best chance of success	95% attendance	180 days	50 lessons	10 days	2 weeks
We're concerned	94% attendance	179 days	55 lessons	11 days	Over 2 weeks
Less chance of success	90% attendance	171 days	95 lessons	19 days	Nearly 4 weeks
We're worried	89% attendance	169 days	105 lessons	21 days	Over 4 weeks
Serious impact and reduces life chances	85% attendance	161 days	145 lessons	29 days	Nearly 6 weeks



Parent/carers are responsible for being aware of school attendance procedures through the school attendance policy.

Our Attendance Policy can be found on our attendance page on our website
<https://www.battleprimary.co.uk/attachments/download.asp?file=536&type=pdf>

If a child is registered at school, parents have the legal responsibility for ensuring that:

- their child attends regularly
 - their child is in school ready to learn by 08.55
 - they avoid medical and dental appointments during the school day
 - they take holidays during school holiday periods
 - they inform school of absence daily or give an expected return date
 - any applications for leave of absence during term time are made in advance
 - they work alongside the school and Local Authority to improve lateness and attendance
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Punctuality and lateness

Pupils in **Nursery** must arrive in school by **08:30 for the AM session** and **12:30 for the PM session**.

Pupils in **Reception to Year 6** must arrive in school at **08:45** on each school day.

The register for the first session (PM) will be taken at **08:45** and will be kept open until **08:55 in class**

Gates will **close** by **08:55**.

If your child arrives after this time they should enter through the main office:

A pupil who arrives late:

- **before** the register has closed at **09:05** will be marked as **late** using the **L** code.
- **after** the register has closed at **09:05** will be marked as **absent** using a **U** code which is an unauthorised absence.

The admin team record all late arrivals and time of arrival.

Attendance Support Process

Absences

❖ **Child is absent and parents / carers contact the school**

1. Reason recorded
2. If attendance is already below 90%, evidence for absence will be requested as per the child's attendance plan

❖ **Child is absent and parents / carers do not contact the school**

1. Absence report run from SIMS at 09:05 for the whole school.
2. Attendance sweep of each class carried out to check the absence list is correct.
3. Family Worker makes phone calls home to parents / carers of absent pupils and record of conversation made on CPOMS (the school's online management system).
4. Phone calls will find out the reason for absence and also offer support if needed. If attendance is below 90%, medical evidence will be requested.
5. If no contact is made, school text is sent.
6. If the reason provided for the absence is not a reason approved by school parents / carers will be informed that the absence will be recorded as unauthorised.
7. Information collated from the first day response is added to SIMS by the Attendance Admin Assistant.
8. In some cases, where no contact has been made a home visit is to be carried out.

❖ **Child is absent for 3 days or more**

1. On Day 4, text is sent to parents to check in by 12 noon
2. Reason is recorded
3. If no response to text, family worker will ring in the afternoon to check in
4. If no response, repeat on Day 5
5. If no response, home visit may be carried out

❖ **Child returns to school**

If the absence has been for **3 or more consecutive days** one of the following must be shown to a member of the school office.

A signed/stamped Dr's note dated from the time of absence

An appointment card signed/stamped by the medical practice or department and dated from the time of absence

A receipt for over-the-counter medicine dated from the time of absence

Any prescribed medicine with an affixed sticker including the date from the time of absence

An official text from a medical establishment showing confirmation of a medical appointment

Monitoring of attendance

❖ **Stage 1**

1. Attendance falls below the school target.
2. **Nudge Letter 1** sent stating the child's attendance percentage plus registration certificate.
3. Attendance monitored for 4-6 weeks.

✔ Attendance improves – praise letter sent and continue to monitor

✘ Attendance declines ↩

❖ **Stage 2**

4. **Nudge Letter 2** sent stating the child's attendance percentage plus registration certificate.
5. **6-week attendance plan** in place put in place and parents invited into school to speak to the Family Worker to consider ways of improving attendance

✔ Attendance improves – praise letter sent, attendance plan stopped but attendance monitored

✘ Attendance declines below 90% ↩

❖ **Stage 3**

6. **Second 6-week attendance plan** in place and parents invited into school again to meet with Inclusion Manager to consider ways of improving attendance and explain next steps.

✔ Attendance improves – praise letter sent, attendance plan stopped but attendance monitored

✘ Attendance declines below 85% ↩

❖ **Stage 4**

7. **Information/warning** letter sent from Educational Welfare Service at Brighter Futures (start of legal process)



✔ Attendance improves – praise letter sent, attendance plan stopped but attendance monitored closely

✘ Attendance does not improve within 4 weeks ↩

❖ **Stage 5**

8. **Attendance panel meeting 1** with parents / carers, school attendance lead and Senior Education Welfare Officer from Brighter Futures for Children



 Attendance improves – praise letter sent, attendance plan stopped but attendance monitored closely

 Attendance does not improve within 4 weeks 

❖ Stage 6

9. **Attendance panel meeting 2** with parents / carers, school attendance lead and Senior Education Welfare Officer from Brighter Futures for Children







 Attendance improves – praise letter sent, attendance plan stopped but attendance monitored closely

 Attendance does not improve within 4 weeks 

❖ Stage 7

10. **Legal Action** taken in the form of a Fixed Penalty Notice

Attendance and punctuality incentives and rewards

	Yearly 100% Attendance Award <ul style="list-style-type: none">▪ Gold 100% badge▪ Certificate▪ Special prize / event
	Termly 100% Attendance Award <ul style="list-style-type: none">▪ 100% badge▪ Certificate▪ Prize
	Weekly Attendance Award <ul style="list-style-type: none">▪ Certificate and trophy for class with highest weekly attendance
	Termly Prize Draw <ul style="list-style-type: none">▪ Children whose attendance is 95% and above entered into a termly prize draw
	Termly Prize Draw <ul style="list-style-type: none">▪ Children who improve their attendance from below 90% entered into a termly prize draw
	Punctuality Challenge <ul style="list-style-type: none">▪ Children whose punctuality is a concern are given a punctuality challenge and rewarded if they achieve their challenge

Who should you contact?

The school encourages families who are experiencing difficulties with attendance to contact the school and seek support as early as possible.

For help regarding absence, parents can contact: Catherine Hudson (Inclusion Manager) on 0118 9375421