

This document outlines School routines to guarantee that attendance procedures ensure that our pupils remain safe.

### Daily Register Procedures

1. Roll call takes place between the following times:

	Morning	Afternoon
Nursery	8:45-9:00 am	12:30-12:45pm
Reception	8:55-9:10am	12:45-1:00pm
KS1	8:55-9:10am	1:15-1:30pm

Children arriving outside of these times are considered late.

2. All Class Teachers will complete a roll call for every session during the allocated registration time.
  - a. Roll call will take place via G2.
  - b. Class teachers to submit a "mark" for every child:
    - i. "Present" children are marked with a "/",
    - ii. Absent children will be left unmarked '\*'.
    - iii. If G2 fails, contact office for a stand-by, printed register.
3. ALL registers to be completed by the end of the registration time.
4. Class teachers will make a written note of their attendance total for the session.
5. After 8:55am entrance to school will only be via the main office. Each child arriving in the front office will have their attendance recorded within the "Pupil Log" by Office Staff (and, during the morning, G2 updated with a "L" (late)).
6. At 9:15 the Attendance Leader will print an attendance list for all classes, to be used in the event of a fire alarm and to use this as a basis to contact absence pupils.
7. By 1:30 each day, the Attendance Leader will update on-line registers with details of children arriving/leaving school outside of registration times.
8. A "B" code ('educated off site') will only be used when a child is being educated off site or when the School has proof that an absent child, if admitted to hospital, is attending a specialist education provision. This code can only be awarded with consent from the Headteacher and confirmation from the Local Authority.

### Arrivals and Departures outside of registration time

1. Teachers will endeavour to complete their registers by the agreed time.

2. At 8:55am TAs will close the entrance doors, directing parents and pupils to use the main entrance. Teachers will check with every child arriving in class after the close of registers that they have entered school via the School Office.
3. Every child that arrives/leaves school outside of registration times has their details recorded in the Pupil's Log Book in the front office.
4. Any child that arrives in class after the completion of roll call will be questioned to ensure that they have had their details recorded in the pupil log.

### Application for Special Leave

1. The School adopts the LA's policy on not authorising any 'holiday leave' during term-time and will work with the LA's Attendance Officer to issue penalty notices where unauthorised leave (coded 'G') has been taken.
2. Nevertheless, in some very individual circumstances, 'special leave' may be authorised at the Headteacher's discretion and this would be recorded (coded 'H') in registers accordingly.
3. To apply for special leave in exceptional circumstances, parents will:
  - a. Request a "special absence request form" and take it home to complete.
  - b. Return the completed "special absence request form" to the School's Attendance Officer and then make an appointment in order to find an outcome for the decision.
  - c. This is the procedure for all planned travel.

### Monitoring Attendance

#### Daily routines

1. All parents are asked to contact the school by phone by 9:30am on each day of their child's absence (unless special circumstances apply, the child is on holiday or the child has a more prolonged illness and has been advised to stay at home by their GP and the school are informed of this).
2. Even if a family has already made contact with the Office Staff, the Attendance Leader will attempt to call the family of every child that is absent. If a satisfactory reason is given the absence will be recorded as authorised. If an unsatisfactory reason is given, then the Headteacher may make a follow-up call. If the absence is recorded as unauthorised the parent will be contacted by the Headteacher to discuss the difficulties.
3. During these calls, Office Staff will enquire why a child is absent. They will challenge poor absenteeism and encourage regular attendance. At times, further challenge may be given if there is reason to believe that a child is being kept at home unnecessarily. On occasion, parenting advice may be offered.

4. Where there has been a prolonged absence, we will focus on the well-being of the child and supporting the parent's in the "returning to school" decision process. Where appropriate, accelerated GP referrals, alternative lunchtime arrangements, giving medicine at school, part-time return and individualised support will be offered. Staff will be mindful of the importance of helping parents engage with the 'return to school' process/ethos and will escalate this matter to the Headteacher where this is not the case.
5. The attendance officer will present the Headteacher with a daily summary of absenteeism, noting reasons and a 'running total' of days absenteeism accumulated – highlighting those families with absenteeism concerns for follow-up and all pupils that are absent for 3 days successively.
6. The Headteacher (or next most senior member of staff in their absence), must be consulted before any child (or member of staff) is sent home through ill health.
7. Where there is reasonable concern, home visits may be conducted in order to ensure that a child is safe. The Attendance Lead will liaise closely with the Inclusion Team, the Designated Safeguarding Lead, the LA's Attendance Officer and the Officer for Children Missing in Education.
8. A range of systematic procedures ensure that attendance is closely monitored and the vulnerable are swiftly identified and closely supported.

#### Weekly routines

1. The attendance officer will issue a letter on Friday afternoon to every parent who failed to contact school/be contacted about their absenteeism during that week. Registers will be updated accordingly, on an "as and when basis", as these replies are received.
2. There will be a Friday attendance assembly. The class with the lowest absenteeism that week will win the bear mascot for that week and have an afternoon playtime. In addition, each class with 100% attendance will win a £10.00 cash prize, to be spent in consultation with the class and their teacher.

#### Monthly routines

1. On a fortnightly basis, the School's Attendance Officer will meet with the Headteacher to undertake a scrutiny of the school registers. Accuracy, completeness and rigour will be examined, including ensuring that reasons for 'unauthorised absences' are sought and followed-up. Trends over time will be noted and decisions will be made about next steps (including referral to the LA's Attendance Officer).
2. At this time, the School's Attendance Officer will also print a "summary of school attendance" and a breakdown of children with less than 97% attendance.

3. With the Headteacher, the above data will be scrutinised according to:
  - a. New names appearing.
  - b. Rises in attendance.
  - c. Falls in attendance.
  - d. Year on Year comparisons.
4. With the Headteacher, this information will be triangulated against those known with Safeguarding Concerns and vulnerabilities. In keeping with the school's 'joined up ethos' further dialogue will take place, as necessary, with key members of staff who will need to or who are currently supporting a family highlighted by this procedure. Decisions will be made about next steps.
5. Where appropriate, the Headteacher, Deputy Headteacher, the Family Support Worker, Inclusion Manager/SENDCo, CP Officer, School's Attendance Officer and (in some cases) class teachers will meet with families causing particular concern and action next steps.
6. Where necessary, this data will be shared with the LA's Attendance Officer and support from a LA-perspective will be sought.
7. Formal or informal outcomes may result from this process, including an action plan in terms of next steps to support the family/child identified. The Headteacher's involvement in this process is crucial in terms of ensuring that dialogue and information flows continuously between all parties involved.

### Half-termly routines

1. On a half-termly basis, each pupil's attendance will be scrutinised and steps 2-7 will take place.
2. Following this, families within the Nursery, Reception and KS1 with attendance
  - a. Less than 97%
  - b. Less than 95%
  - c. Less than 90%
  - d. Less than 85%
  - e. 'Getting better' but still following within the above bands (when comparing 'September to *this* term' against 'September to *last* term')
 will be issued with standard letters informing them of this fact (and a DfES 'Attendance Matters' booklet).
3. Where appropriate, "Parenting Partnership Agreements" are made at meetings where there is a real concern.

#### Termly routines

1. Letters are issued and meetings are requested where a child is or on-course to be recorded as a Persistent Absentee by the year-end.
2. Attendance trends are analysed 'year on year', identifying trends over time.
3. At parents' meeting (and with Annual Reports) families are issued with an individual attendance summary for their child.
4. A termly "Bike Award" prize will take place for the "most improved attendee".
5. Certificates will be given for 100% attendance. Parents will be invited into a special assembly and awarded flowers. Within this assembly, a "100% child" will also have the chance to win a bike.
6. Twice-yearly, school records are updated and parents are asked to up-date and amend their contact information.

#### Annual routines

1. Children who have attended School everyday for the whole year are invited to attend a special event with the Headteacher. For example, a cinema visit.
2. The Attendance Officer analyses Attendance percentages according to Pupil Characteristics (in Autumn Term for previous "Attendance Year" in readiness for Ofsted/SEF update).
3. The School Attendance Policy is reviewed by Governors and published on the school's website.

#### Updating unauthorised absences:

1. On an "as and when basis" the School's Attendance Officer will update unauthorised absence returns.
2. On the last day of the month, the School's Attendance Officer will produce a report identifying all outstanding unauthorised absences for that month. Associated parents will be contacted in person.

#### In the event of G2 being unavailable online:

1. The Attendance Officer will present each teacher with a blank hard copy of their register, to be completed instead – which will be inputted as soon as possible.



## Thames View Infants

### Attendance & Register Routines

#### Fire Alarm Procedure:

1. The Attendance Officer will present each teacher with a hard copy of their register, which will contain handwritten amendments reflecting children arriving/leaving school outside of registration times.