



Attendance Policy

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| Owner: | Jo Evans |
| Date Ratified: | Oct 2024 |
| Ratified by: | Resources Committee |
| Date Policy to be reviewed: | Summer 2025 |

Introduction and Aims

Claycots School Partnership holds the following values at the heart of our community and aims to embed these values in all that we do. The Attendance Policy relates directly to the application of these values in our school partnership.

- Respect
- Kindness
- Curiosity
- Integrity

Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

The aim of this policy is to ensure that all children receive the best possible education and for this to be the case, Claycots School believes that children should be in school every day. We aim to:

- Ensure that every child is safeguarded and has their right to education protected.
- Encourage full attendance and punctuality.
- Monitor attendance and apply appropriate strategies to minimise absenteeism.
- Acknowledge and celebrate a successful attendance record and improved attendance.
- Ensure a consistent approach throughout the school from all staff.
- Provide support, advice and guidance to parents and children.
- Ensure that the school community receive regular communication about the importance of good attendance and punctuality.

Legislation and Guidance

The school has used the DfE's Working Together to Improve School Attendance August 2024 guidance, the Government's Opportunity for All March 2022 and SBC's Attendance Service Procedural Guidance to inform the following policy.

Roles and Responsibilities

The designated Senior Leader responsible for the strategic approach to attendance is Jo Evans and can be contacted via enquiries@claycots.com or on 01753 521215. It will be her responsibility to monitor the impact of this policy and to ensure that all staff, children and parents understand the expectations of them.

The School Attendance Managers are responsible for monitoring and analysing attendance. Nicky Whitaker at the Britwell Campus can be contacted via n.whitaker@claycots.com or on 01753 521215 and Harpreet Sidharh at the Town Hall Campus can be contacted via h.sidharh@claycots.com or on 01753 531415.

The Child Services Administrators are responsible for the daily administration of attendance and can be contacted via enquiries@claycots.com. Michelle Horrix at the Britwell Campus can be contacted on 01753 521215 and Stacy Fenton at the Town Hall Campus can be contacted on 01753 531415.

Family Support Workers

The Family Support Team are responsible for providing targeted support for children and their families. This includes support with food bank vouchers, uniform, and interventions and activities for children. Emma Corentin and Grace Laflin are based at the Britwell Campus and can be contacted on 01753 521215 or familysupportbw@claycots.com. Lauren Speed and Heather Varley are based at the Town Hall Campus and can be contact on 01753 531415 or familysupportth@claycots.com

Why is good attendance so important?

- There is a link between poor attendance and under achievement.
- Children who have good attendance enjoy all the social benefits of school.
- It is important that children start school with good attendance and punctuality habits that they will need for secondary school and the workplace.
- We provide attendance information to secondary schools. This also includes any appeals to grammar schools.
- As a parent or carer, you are legally responsible for ensuring that your child receives a full-time education. Failure to do so could lead to fines or even a community or custodial sentence.
- We will systematically follow up any concerns about attendance working in partnership with Slough Borough Council's Attendance Service.
- Our school will use Penalty Notices if necessary to improve attendance.

| 175 NON SCHOOL DAYS EVERY YEAR = 175 DAYS TO SPEND ON HOLIDAYS, FAMILY TIME AND OTHER APPOINTMENTS | | | | | |
|--|--------------------|---|--------------------|-------------------------------------|--------------------|
| 190 SCHOOL DAYS IN A YEAR | | | | | |
| | 10 days absent | 12 days absent | 19 days absent | 20 days absent | 38 days absent |
| 190 days at school | 180 days at school | 178 days at school | 171 days at school | 170 days at school | 152 days at school |
| 100% | 95% | 94% | 90% | > 90% | 80% |
| EXPECTED Best chance of success | | CONCERN Less chance of successful learning | | PERSISTENT ABSENCE Action needed | |

Expectations

The school is using the DfE's Working together to improve school attendance 19 August 2024 document to update its practice in improving attendance levels and reducing persistent absenteeism.

The expectation at Claycots school is that your children will be in school, on time, 100% of the time.

The children with the highest attainment at the end of Year 6 will have higher rates of attendance compared to those with the lowest attainment.

A child will be deemed to be persistently absent if they are away from school for 10% of sessions. Parents should expect to be contacted by the school, in whichever format the school deems appropriate, if their child falls into this category or monitoring shows that they may in the future.

A child will be deemed to be severely absent if they are away from school for 50% of sessions. Parents should expect to be contacted and invited into school if their child falls into this category as it is likely that support will be required.

The School Day

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| Gates Open | 08:35 |
| Gates Close | 08.45 |
| Registration | 08.45 |
| Registration Closes | 08:50 |
| Lessons Begin | 08.50 |
| Lunch (Britwell Campus) | 11.30 am – 12.15 pm |
| Lunch (Town Hall Campus) | 11.20 am – 12.05 pm |
| End of the School Day | 15.15 |

Punctuality

Your child is required to be in school punctually each day. This means that they need to be on the playground, ready to enter their classroom at 8.35 am. Any children who arrive at school after 8.45am are deemed to be late and will need to come into school via the main office at each campus. If you bring your child into school after 9.30 am then the lateness will be recorded as unauthorised. An unauthorised late will be counted as an absence for the whole of the morning session and will affect your child's attendance.

All parents who attend with their children when late will be required to complete a form with their details. Due to the pressures on the school kitchen, any children arriving at school late (including medical appointments etc) will receive a jacket potato option only.

Please note that the school runs a free breakfast club each day, from 8.10am. Please speak to Office Staff if you would like your child to attend.

Afternoon registration is as follows:

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| Reception | 12.25pm |
| Year 1 | 12.30pm |
| Year 2 | 12.45pm |
| Year 3 | 12.30pm |
| Year 4 | 1.15pm |
| Year 5 | 1.00pm |
| Year 6 | 1.15pm |

Absence

Illness

There may be occasions when your child is too unwell to attend school and, on those occasions, you should call or email (attendance@claycots.com) into school by 8.00 am and provide details of the sickness and the likely period of time their child is away from school.

Where you have not been in contact with the school to explain your child's absence, the school will make efforts to contact you. Firstly, a text will be sent to you asking you to contact the school. If you do not do this, then a member of the school's Attendance team will telephone you. If the school is still unable to gain contact from you after 3 days, a home visit will be carried out. Any concerns about the safety of children with regards to attendance will be recorded on the school's Safeguarding Management system, CPOMs and dealt with by a suitable member of staff. Please note that the school may deviate from the 3 days for a home visit where there are unexplained absence just before or after a school holiday and/or to visit families who have a social worker.

A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent is not an acceptable reason for an absence. You may be asked to provide medical evidence on this occasion.

Please also note that a home visit may be carried out at any point if the school thinks that a child could be at risk.

Medical Appointments

We understand that children need to attend medical appointments but would ask that where possible, appointments are made outside of school hours. Please be aware that a medical appointment during school time will count as an absence for the whole of the morning or afternoon session.

Religious Observance

The school will authorise 1 days for religious observance. The day that is being taken as absence must be exclusively set apart of religious observance by the religious body to which the child's parents belong. Any other days taken will be unauthorised.

Childs with medical conditions or SEND

Some children face greater barriers to attendance than their peers. These can include children who suffer from long term medical conditions or have SEND. The school understands that you may require more support with your child if this is the case and you should contact the school's SENCO for further information and assistance. Please see the school's Supporting Childs with Medical Conditions policy.

We are aware that children with long term medical conditions may not be able to attend school on a regular basis. To ensure that these children are recognised for attending school when they can, we provide rewards and postcards to recognise their achievement.

When a child of compulsory school age is absent for 15 consecutive days because of their medical condition, the school will be required to make a sickness return to the local authority. This is to help the school and local authority to agree any provision needed to ensure continuity of education for children who cannot attend because of health needs, in line with the statutory guidance on education for children with health needs who cannot attend school.

Withdrawal from Learning During Term Time (Leave of Absence)

There are an increased number of absences, specifically before and after a school holiday:

- If a child is ill directly before or after a school holiday, the school will ask for medical evidence. If medical evidence is not provided, the absence will be unauthorised and may be subject to a Penalty Notice from the Local Authority.
- Claycots School **will not** authorise any leave of absence during term time as directed by the Department for Education - DfE.
- In extreme circumstances the Headteacher may consider an individual request taking into account the attendance and punctuality of the child/ren. The school will ask for evidence such as flight confirmation and other relevant supporting information for the absence request to be considered by the Headteacher. If the request is authorised by the Headteacher, compassionate leave will only ever be authorised for a period of 5 days or less (one school week).
- The school holiday dates are published a year in advance and are available on the website and from the school office. Family holidays need to be booked within these dates and are not deemed extreme circumstances.
- The school may authorise up to 5 days in any academic year where children are involved in other activities out of school e.g. sports competitions etc.

Penalty Notices

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends school.

If your child has 10 sessions (5 days) of unauthorised absence in a rolling 10-week period (this can be any combination of unauthorised absence, which includes holiday taken in term time, absences that have not been reported by the parent or arriving late after registration closes) you could become subject to a Penalty Notice from Slough Borough Council.

The period of 10 weeks can span different terms or school year (for example, 2 sessions of unauthorised absence in the Summer Term and a further 8 sessions in the Autumn Term).

Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular child will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same child is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Where the threshold is met for a third time within those 3 years, alternative action will be taken.

- Once 3 years has lapsed since the first penalty notice was issued a further penalty notice can be issued.

Please note that we have the same expectations for all children in our school. Penalty notices cannot be issued for non-statutory school aged children; however, parents are at risk of losing their child's school place if attendance continues to be a concern and where there is a waiting list.

Attendance Recording

The law requires that all children must be placed on the admission register and have their attendance recorded in the attendance register. From August 2024, the following codes must be used when recording children's attendance:

Authorised Absence Codes:

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| I | Illness |
| M | Medical/Dental appointment |
| R | Religious observance |
| S | Study Leave |
| X | Non-compulsory school age (used on days they do not plan to attend) |
| J1 | An interview with a prospective educational establishment |
| C | Leave of absence for exceptional circumstances |
| C1 | For participating in regulated performance |
| C2 | Part-time |

Unauthorised Codes:

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|---|--|
| G | Leave of absence |
| O | Unauthorised with no reason given or school is not satisfied with reason |
| U | Late after registration |

Other Authorised Reasons:

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| T | Traveller absence (no fixed abode. Related to travel for occupational purposes) |
| E | Exclusion with no alternative provision |

Attending a place other than the school:

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| K | Attending education provision arranged by the LA |
| V | Educational visit or trip approved by school |
| P | Supervised sporting activity approved by school |
| W | Work experience in final 2 years of compulsory school age |
| B | Other offsite educational activity. Approved by the school and nature recorded. |
| D | Dual attendance |

Absent due to unavoidable causes:

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|----|---|
| Q | Unable to attend school due to lack of access arrangements |
| Y | Unable to attend due to exceptional circumstances |
| Y1 | Unable to attend due to usual transport not being available |
| Y2 | Unable to attend due to widespread disruption of travel |
| Y3 | Unable to attend due to part closure of school |
| Y4 | Unable to attend due to whole site being unexpectedly closed |
| Y5 | Unable to attend as pupil in criminal justice detention |
| Y6 | Unable to attend in accordance with Public Health guidance or law |
| Y7 | Unable to attend due to other unavoidable cause |

Monitoring

The Attendance Team at Claycots comprises of Senior Leaders, the Attendance Managers, the Safeguarding Manager, Family Support Workers and members of the Office team. This team monitors attendance closely so that we can ensure that any patterns are identified quickly, and intervention put in place to support parents and children to improve attendance.

Any absences where children are deemed to be vulnerable (CP, CIN plans etc) will be dealt with by the Safeguarding Manager whose team will follow up. Details will be recorded in Arbor and other documents as appropriate.

The Attendance Team will review Study Bugs, Arbor and any associated documents on at least a monthly basis. Escalation for children causing concern will be discussed and actions and persons responsible will be agreed. Measures to be taken may include texts and letters to remind parents of the expectations, meetings with the Attendance Manager, Family Support Workers, Deputy Head Teachers or Headteacher and in cases where further support is required, a referral to the Attendance Service at Slough Borough Council will be made.

The Attendance Service can:

- Arrange formal meetings to discuss attendance concerns and set targets for improvement.
- Notice to improve can be issued to monitor attendance (formal warning period)
Penalty Notice can be issued if Notice to improve has been breached.
- Take legal action that could lead to imprisonment.

The Business Manager will report data to SLT each week.

The Head Teacher will provide regular updates to Governors re whole school attendance and will provide an annual end of year report.

Parents who have concerns about their child's attendance or who require support to get their children to school should contact the Attendance Manager for support in the first instance.

Monitoring Procedure

If a child falls into the persistent absentee category, the school will work with the child and family by carrying out the following attendance escalation procedure (**see Appendix 1**):

Listen and Understand – Stage 1

Parents will be invited to attend a Stage 1 Attendance Meeting with the Attendance Manager. At this stage the school's expectations and the parents' legal responsibilities will be explained. Any possible barriers to attendance will be discussed and support put in place if required. Attendance will be monitored for 6 weeks. If attendance has not improved, parents will be invited to attend a Stage 2 Attendance Meeting.

Claycots understands that many of our families face significant challenges in getting their children to attend school. While our expectation is that every child attends school every day, we recognise that we need to understand the barriers to attendance some of our families are experiencing and agree how we can work together to resolve them.

Members of the Attendance Team will work hard to build and maintain good relationships with parents and carers so that individual situations are understood.

Facilitate and Support – Stage 2

Parents will be invited to attend a Stage 2 Attendance Meeting with the Attendance Manager and Deputy Headteacher or Family Support Worker. At this stage, if families are continuing to experience issues that could be affecting attendance, parents will be directed to the most appropriate person to provide support.

The school provides support to all parents by running a free of charge breakfast club that is offered on a drop-in basis. The provision will be supervised by members of the school staff. It can be accessed from 8.10 am each day and children will receive a free and nutritious breakfast.

The Safeguarding Manager and the Family Support Workers will provide regular opportunities for parents to come into school to discuss any issues they have, and the team will provide appropriate guidance and support. This can be through support with family routines or with behaviour at home, as well as support understanding SEN needs and relevant strategies for parents.

At Stage 2, further absences will be unauthorised unless medical evidence is provided. Attendance will again be monitored for another 6 weeks. If attendance has not improved, parents will be invited to attend a Stage 3 Attendance Meeting.

Formalised Support – Stage 3

Where absence persists and the support the school is providing is not working or parents are not engaging, parents will be invited to attend a Stage 3 Attendance Meeting with the Attendance Manager and Deputy Headteacher. Absences will continue to be unauthorised unless medical evidence is provided. At this stage a Notice to Improve referral will be made to the Attendance Service at Slough Borough Council. This is a final opportunity for parents to engage in support and improve attendance before a penalty notice is issued or enforcement proceedings under section 444 (1) or section 444 (1A) of the Education Act 1996.

Attendance will be monitored for 6 weeks. If attendance is still a concern, parents will move to Stage 4 of the attendance procedure, enforcement.

Enforce – Stage 4

Parents will be invited to attend a Stage 4 Attendance Meeting with the Local Authority, Headteacher, Deputy Headteacher and Attendance Manager.

This means that all other avenues have been exhausted and support is not working or not being engaged with. At this point, the school will issue a penalty notice to the Local Authority (an out of court settlement without the need for criminal prosecution) and will enforce attendance through statutory intervention such as social care involvement or where all other routes have failed, you may be considered for prosecution in the Magistrates Court.

Promoting Good Attendance

The school has introduced a range of incentives for attendance from September 2022.

Children will be celebrated for 100% attendance by:

1. Half termly certificates and prizes with a range to be collected (badge, stickers, ruler, pencil and wristbands)
2. Annually all children who have attended will receive a prize and entry into a draw to win incentives.
3. Children with the most improved attendance (from the previous year), will also receive certificates and prizes.

4. Successes will be celebrated through assemblies and the Parent newsletters.
5. Children with long term medical conditions who may not be able to attend school on a regular basis will be rewarded with prizes and postcards to recognise their achievements.

Removal of child from the school roll

Children who are statutory school age can be removed from the school roll in the following situations:

The child has stopped attending school:

- We have received written notification from the parent that the child is receiving education elsewhere than at school (like at home).
- The child is registered at another school.
- The child no longer lives at a place which is within a reasonable distance from our school.

The child has failed to attend school after a leave of absence:

- The child hasn't attended school within the 10 school days immediately following the end of the period of absence.
- We do not have reasonable grounds to believe that the child is unable to attend because of sickness or any unavoidable cause.
- The school and Local Authority have failed, after jointly making 'reasonable enquiries', to find out where the child is.

The child has failed to attend school for a continuous period of not less than 20 school days:

- The child was not granted an authorised absence at any time during that period.
- The school does not have reasonable grounds to believe that the child is unable to attend because of sickness or any unavoidable cause.
- The school and Local Authority have failed, after jointly making 'reasonable enquiries', to find out where the child is.

The child is currently registered at your school because of a school attendance order:

- Another school is substituted in the order by the Local Authority.
- The order has been revoked by the Local Authority because arrangements are in place for the child to receive full-time education elsewhere than at school

The child is registered at another school:

- This applies unless it has been agreed that the child should be registered at more than 1 school.

The child has been detained for not less than 4 months as a result of a final court order or order of recall:

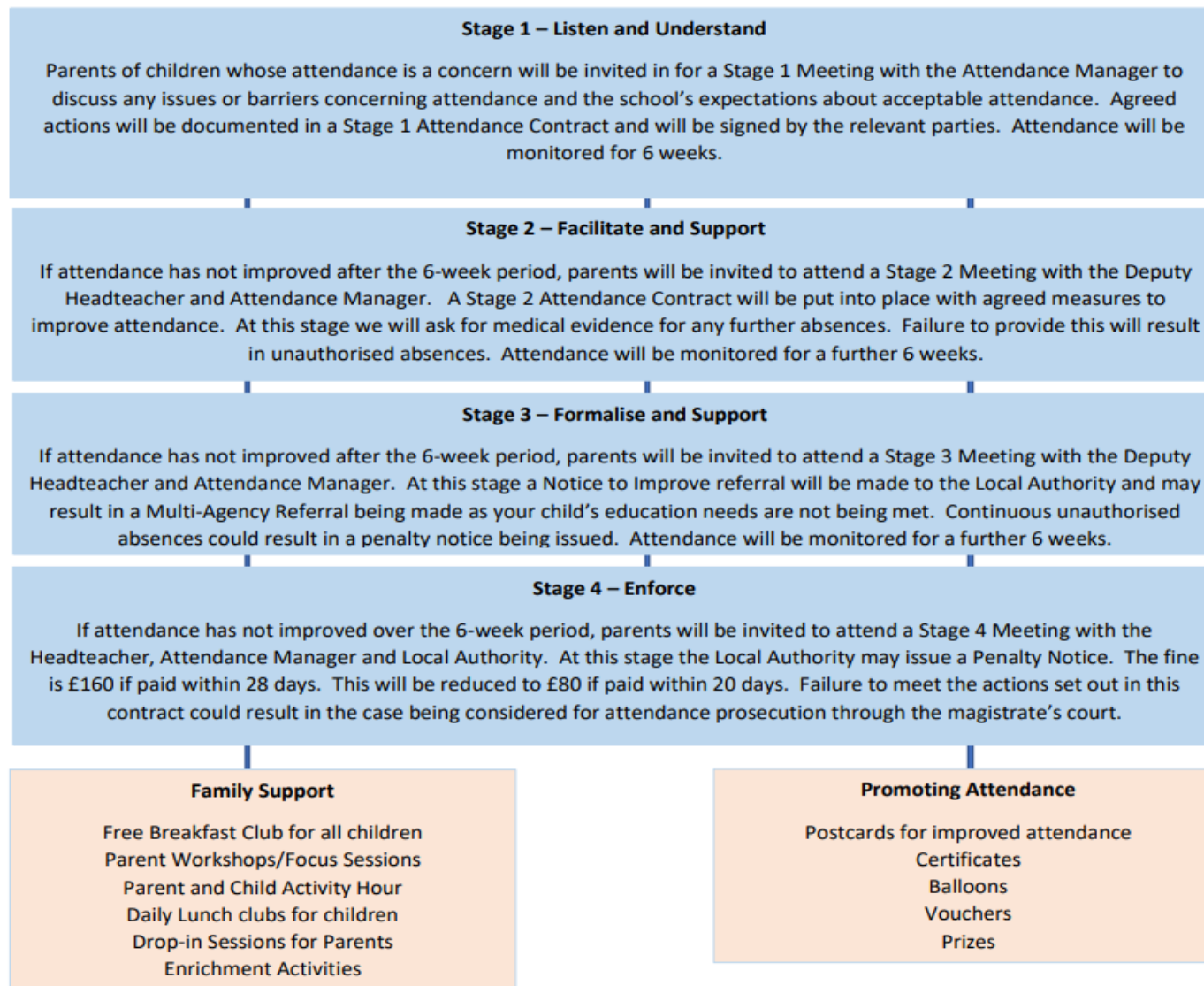
- The school does not have reasonable grounds to believe that the child will return to school at the end of the 4 months. (I don't think this is relevant to primary?)

The child has been permanently excluded from school

The child was admitted to school for nursery education and has not transferred to reception.

The child has died

Appendix 1 - Attendance Escalation Procedure



Attendance and Inclusion Team:

- Sarah Mijatovich – Headteacher
- Jo Evans – Business Manager
- Catherine Corbitt – DHT BW
- Leanne Ruck – SENCO BW
- Emma Galloway – Safeguarding Manager
- Nicky Whitaker – Attendance Manager BW
- Grace Laflin – FSW BW
- Emma Corentin – FSW BW
- Reshma Kapadia – DHT TH
- Sarah Squires – SENCO TH
- Harpreet Sidharh – Attendance Manager TH
- Heather Varley – FSW TH
- Lauren Speed – FSW TH