



Evergreen Primary Academy

PUPIL ATTENDANCE

HANDBOOK

2022 - 2023

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ATTENDANCE PROCEDURE

Action	When	By Whom	Roles, Responsibilities and Guidance
Information provided about attendance expectations when a child starts Evergreen in reception As an in year transfer	September On going	Early years team Admin team	Letter of importance including term dates and INSET days. Include a pictorial representation – attendance ladder
Information provided to all parents / careers	Annually November	Attendance admin officer (SD)	Letter on importance of attendance and punctuality to all parents/carers. Should include that routine medical and dental appointments will not be authorised; treatments or consultations can only be authorised when on an emergency basis. Included with the letter should be: BCC School Attendance Leaflet Penalty Notice information
Speak to parents about attendance during parents evening	October February July	Class teacher	Reinforce the school expectation. Record absence in books so it can be shared at parents evening detailing the learning missed. Link to research that poor attendance is linked to poor attainment.
AM and PM Registration, this is a <u>legal requirement</u> of a teacher.	Twice a Day	Teaching staff	Take register within first 5 mins of lesson If BROMCOM is not working send for paper register within first 5 mins
Flagging absence of vulnerable pupil. List provided yearly by DSLO	Twice a Day	Class teacher	Attendance checked immediately post AM / PM registration. Notification to the DSLO / Principal if absent.
Response to flag for vulnerable pupil	As required	DSLO / Principal (JV & KC)	Contact home and escalation via emergency contacts including a home visit if no response. Alert appropriate emergency service / early help if required.
Information provided to all parents / careers	Annually November	Attendance admin officer (SD)	Letter on importance of attendance and punctuality to all parents/carers. Should include that routine medical and dental appointments will not be authorised; treatments or consultations can only be authorised when on an emergency basis.

			<p>Included with the letter should be:</p> <p>BCC School Attendance Leaflet</p> <p>Penalty Notice information</p>
<p>First day texting</p> <p>For pupils who have been marked absent on AM register</p>	<p>Daily by 9:30 am</p>	<p>Attendance admin officer (SD)</p>	<p>Text home to pupil's parent/carer to obtain reason for absence or to make parents/carers aware of absence.</p> <p>If not response from parent/carer by escalate to all additional contacts until a response is received.</p> <p>If no response flag to Principal</p> <p>Registers to be updated when response received from parent.</p>
<p>Missing child</p>	<p>Daily as necessary</p> <p>9:30 am – 10:30 am</p>	<p>DSLO /Principal (JV & KC)</p>	<p>Make a home visit. If still no response alert appropriate emergency service / early help / LA tracking & CME.</p> <p>Record on CPOMs.</p>
<p>Monitoring and reporting on attendance</p>	<p>Weekly</p> <p>Meetings on Friday, actions on Monday</p>	<p>Attendance admin officer (SD)</p>	<p>Update pupil tracker.</p> <p>Meet with Principal to agree final list for escalated communication on attendance.</p>
<p>Monitoring and reporting on attendance</p>	<p>Weekly</p>	<p>Principal/ Parent support advisor / DSLO (JV & KC)</p>	<p>Monitor all pupils' attendance including all key groups.</p> <p>Work with teachers, parent support work, DSLO and Admin to address persistent absences and those of high concern.</p> <p>Review CPOMs to ensure absence information has been recorded, including conversations, texts, letters and home visits.</p> <p>Assess whether EPA parent languages can access and understand communiqués and work to provide improved access.</p> <p>Provide an Inclusion context to all work supporting attendance.</p>

Reward Students for attendance	Termly	Teacher	At end of term assembly reward pupils with 100% attendance certificates.
< 97% Text home T1	Weekly	Attendance admin officer (SD)	Admin to send text to those pupils with less than 97% attendance based on tracker. This text is a helpful reminder that their child's attendance could be improved (no more than one text per term).
<97% Text home: T2	Weekly	Attendance admin officer (SD)	Admin to send text to those pupils with no improvement and still less than 97% attendance based on tracker as follow
First day calling For pupils who have already had T1 and T2	Daily	Attendance admin officer (SD)	Phone call home to pupil's parent/carer to obtain reason for absence or to make parents/carers aware of absence. If not response from parent/carer by escalate to all additional contacts until a response is received. If no response flag to Principal Registers to be updated when response received from parent.
< 96% Class teacher informed	Weekly	Attendance admin officer (SD)	Admin to email class teacher to notify them that they need to speak to child and parent about attendance. Discuss the learning that has been missed and how this has impacted on their progress/peer relationships/achieving greater depth If below ARE share a child's book of what they could achieve if in everyday Inform JV - Record on CPOMs
< 95% Letter sent home: A1 + Yellow leaflet: "School Attendance; what careers and parents need to know"	Weekly	Attendance admin officer (SD) Parent support advisor (JV)	Admin will email Parent support advisor who will set up a school attendance meeting. Parent support advisor to send a letter home inviting them into a meeting to discuss barriers to attending. Copy of Attendance Certificate must also be attached. A target and review date with be set in 4 weeks. Inform JV - Record on CPOMs that letter A1 has

			been sent.
<p>< 95% Phone call home for those families having had a SAM</p> <p>Continue to monitor for the term unless escalated to PAC</p>	Weekly follow up	Parent support advisor (JV)	<p>Phone call home to inform parent/carers of their child's attendance.</p> <p>Praise or remind them that if their child's attendance has fallen below 95% and must be improved as if they fall to 90% they will be classified as a persistent absentees</p>
<p>< 94% Letter home: A2</p>	Weekly	Parent support advisor/Principal (JV & KC)	<p>Letter to go home as attendance has fallen further</p> <p>Include the request for parents to complete attendance plan.</p> <p>Copy of Attendance Certificate must also be attached.</p> <p>Record on CPOMs that letter A2 has been sent.</p>
<p>< 93% Phone call to arrange PAC meeting: P1</p>	Weekly	Principal and EWO (JV & KC)	<p>PSA will email Principal who will set up a school attendance meeting.</p> <p>Principal to phone home to arrange families' attendance to a meeting to discuss a further decline in attendance.</p> <p>A parent attendance contact will be drawn up and signed. Targets set and a review date in 4 weeks.</p> <p>Copy of Attendance Certificate must also be attached.</p> <p>Record on CPOMs that letter A3 has been sent.</p>
<p>< 93% Phone call for those families having had a PAC</p> <p>Continue to monitor</p>	Weekly / as necessary	Principal (KC)	<p>Contract to include daily call from named member of staff (SLT member etc) and how will follow up.</p> <p>Record objectives on CPOMS.</p>

A4 successfully improved attendance. A3	As necessary	Principal (KC)	Principal agrees ready to recognise improved attendance. Send letter A6. Record on CPOMS letter A6 sent
A4 – no improvement	As necessary	Principal (KC)	Escalate to persistent absence procedure

Persistent Absentees

Missing Students

Interventions to continue whilst process outline below is taking place where appropriate

Action	By Whom	Roles, Responsibilities and Guidance
Investigate missing students: school based action Home visit to be carried out by day 3 by school staff or EWO (Day one for named vulnerable children)	Parent support advisor (JV) Pastoral support team Educational Welfare officer (JV)	If we are unable to contact parents and consider the pupil to be missing then we must undertake School Based Actions (see checklist) Any student who is part of a Child Protection Plan must automatically be treated as a high priority, liaise with DSLO immediately. (We have 10 days to research at our end – emergency contacts / other students / external agencies / neighbours) Complete Pupil Referral Tracking Form if student remains missing and CME (with Admin).
Report missing student to local authority—Pupil Tracking Referral Form	Parent support advisor (JV)	After 10 days send fully completed Pupil Tracking Referral Form to Local Authority Local Authority has 10 days to investigate After 20 days EWO allows us to take student off roll

Inadequate response to previous interventions

Interventions to continue whilst process outline below is taking place where appropriate

Action	By Whom	Roles, Responsibilities and Guidance
Identification of low level intervention: Fixed Penalty Notice	Principal / Parent support advisor (KC & JV)	After letters, parental attendance contract attendance is still unsatisfactory Principal initiates next step; Fixed Penalty Notice
Evidence for Fixed Penalty Notice submitted to local authority	Parent support advisor (JV)	Full information gathered by Admin and request a fixed penalty notice from local authority.
Prosecution preparation for disposal meeting 444/1 or 444/1A	Parent support advisor (JV)	<p>If contract has been continuously broken and all other procedures have been followed then prosecution will need to be initiated</p> <p>Principal will make decision paperwork to be signed off by Principal</p> <p>Forms and witness statements will need to be filled in electronically by Admin and sent to the Local Authority</p> <p>Preparation for Disposal Meeting held by Local Authority</p>

Absence Requests

Action	By Whom	Roles, Responsibilities and Guidance
Absence Request (inc Holiday) Phone call home + letter (A8)	Principal / Parent support advisor (JV)	<p>Form handed out with clear explanation on reverse</p> <p>Only educational visit or exceptional circumstances are authorised—Principal will refuse absence if it doesn't fit into one of these categories.</p> <p>Only the Principal can authorise an absence request.</p> <p>If authorised then teacher is informed / work collected; form on file and BROMCOM register updated.</p> <p>Unauthorised then Principal puts form on file; Parent to be contact by phone and advised if student taken out of school anyway, may lead to Fixed Penalty Notice. Recorded on CPOMS</p> <p>Authorised and unauthorised absence requests to be confirmed by phone by Parent support advisor and followed up by a letter A8 (admin to send).</p> <p>Parent / carer may appeal to Principal</p>

ATTENDANCE LETTERS

All letters to be sent via Admin Officer/Parent Support Advisor

T1 Attendance Text

As you know, [pupil name] has now missed [no. of days] of school this year. This is having an impact on their progress. Please help them to attend. If you would like support please speak to the class teacher or contact [academy telephone number] to make an appointment with [name of parent support advisor].

T2 Attendance Text

(pupil name) has now missed a further (no of days) of school this year. You can have a big impact on helping them attend and not miss anymore learning. Next week is a fresh start – we would appreciate your help in improving (pupil's name) attendance over the coming weeks.

A1 Attendance Concern

Our records show that [pupil name] is missing more school than their classmates.

Since September [pupils name] has missed [no of days] of school this year.

When [pupil name] misses school, they fall behind. It can be hard to catch up and can effect friendships.

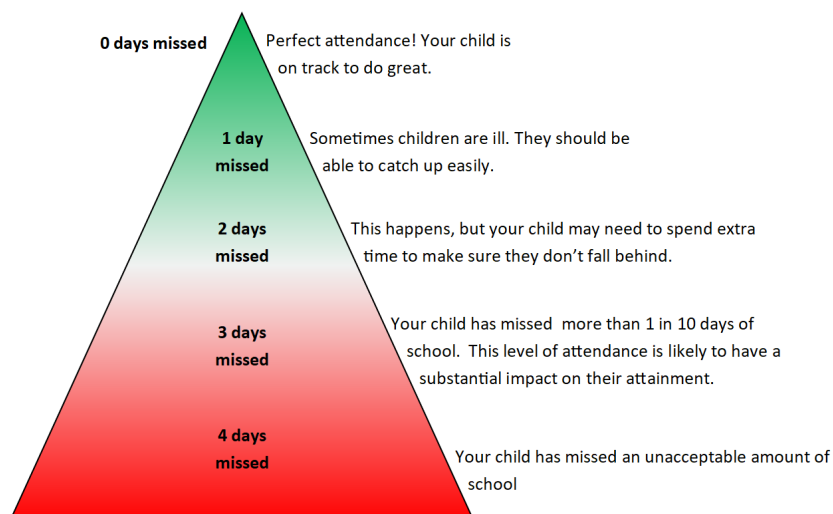
Whilst their absence may have been unavoidable, it has meant that their attendance to the Academy has become a concern. For this reason I would like to invite you to a school attendance meeting where we can discuss further.

It will be on (insert date) at (insert time) with myself (insert name of parent support advisor)

You should be aware that regular attendance is a legal requirement under the Education Act 1996.

Please find enclosed a copy of [pupil name]'s attendance record. I will also continue to monitor [pupil name]'s attendance and I look forward to meeting you.

Yours sincerely



A2 -

Attendance

Concern

I am very concerned that [pupil name]’s attendance has fallen further.

Since September [pupil name] has missed [no of days absence] of school resulting in [percentage] attendance and is at risk of becoming a Persistent Absentee.

You should be aware that regular attendance is a legal requirement under the Education Act 1996. It states that **‘it is the duty of the parents / responsible adult to ensure the regular attendance of their children at school’**. This means that [pupil name] must be in attendance every time the Academy is open. The only exception to this is if they are unable to come in due to illness or other unavoidable cause.

You also need to be aware that if [pupil name] has between 8 and 20 sessions (4 to 10 days) of absence in a 10-week period you could be issued with a Fixed Penalty Notice. Please see the enclosed leaflet for further details.

You can have a big impact in helping [pupil name] to attend. Please complete the attendance plan below to advise how you are helping [pupil name] to attend and return to our reception by **[day and date]**. If [pupil name]’s attendance does not improve I will contact you to arrange an attendance meeting.

Please find enclosed a copy of [pupil name]’s attendance record. I will also continue to monitor [pupil name]’s attendance and I look forward to seeing a notable improvement.

If you would like to discuss ways of doing this please speak to the class teacher or contact [academy telephone number] to make an appointment with [name of parent support advisor], parent support advisor.

Yours sincerely

Principal

Please think about why [pupil name] hasn’t attended school in the past few months, and make a plan to help them attend if that happens again. For example, if the usual transport wasn’t working how else might they get to school?

Reason	Plan
<i>e.g. they were ill</i>	<i>Call the school absence number in the morning</i>
<i>e.g. the bus wasn’t running</i>	<i>See if there are friends who are driving to school who could take them.</i>

Signature of parent / guardian:..... Date:

P1 – Confirmation of attendance meeting

Further to my telephone call today I can confirm that a meeting will take place on [day and date] at [time] with [Principal’s name] to discuss [pupil name]’s attendance.

A4 – Attendance Contract

Pupil Name:

Year:

Class:

Attendance A2 letter sent to parents on:

Attendance when A2 letter sent:

Current Attendance to date:

Meeting Attendees:		Date	
Date attendance plan provide:		Challenges of plan:	
Updated plan			
Reason	Plan	Parent actions	Academy actions
Review Date & Time			

As parent/carer of I understand that the failure to meet these targets may result in further action being taken, which could include legal proceedings against me.

Parent / carer signature:	
Principal signature:	

A5 – Attendance Contract Follow-up

Thank you for attending the meeting on [day and date]. During the meeting we discussed ways we could work together to help [pupil name] to attend every day.

I have included a copy of the plan we created during the meeting. If you have any questions or require any further support, please contact me on [telephone number].

I look forward to seeing [pupil name] every day. As agreed we will meet again on [day, date and time]. To review progress.

Yours sincerely

Principal

A6 Attendance Improved

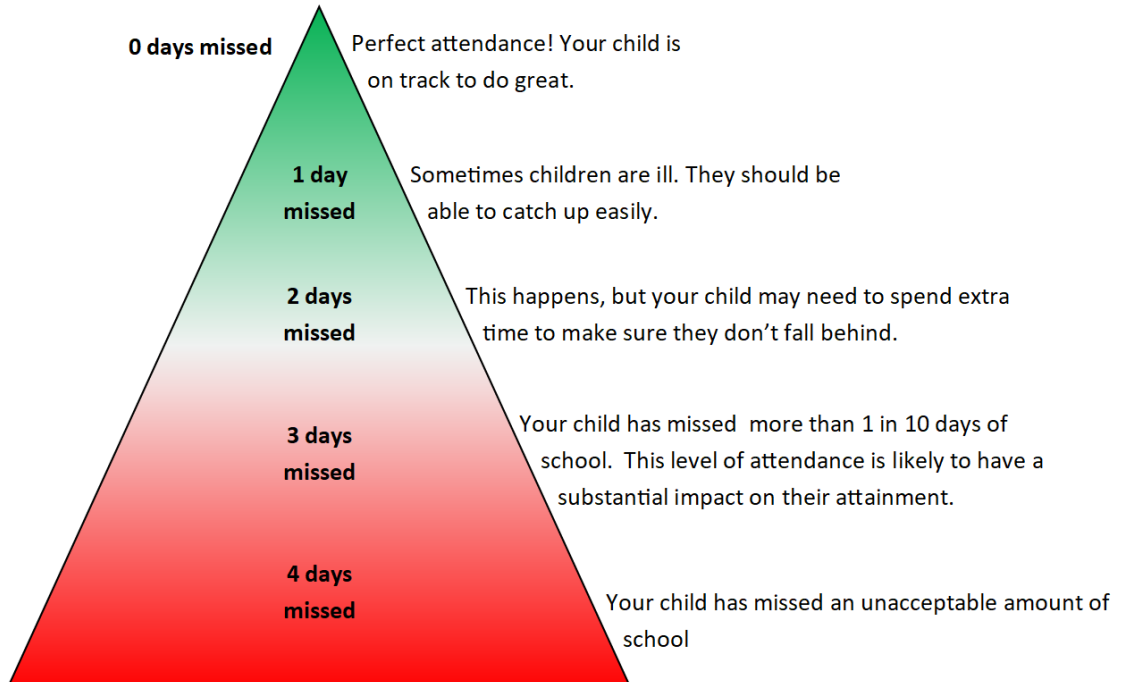
I am delighted that [pupil name]'s attendance has improved with it now at [percentage] attendance.

By working together we have ensured that [pupil name] can make good progress in class and maintain their friendships.

The support in place will carry on for [pupil name] and you. I will continue to monitor [pupil name]'s attendance and should we, or you have any more concerns we will arrange another meeting.

Yours sincerely

Principal



A7 Example Home Visit Calling Card / no response letter

I contact you to talk about [pupil name]'s poor attendance but you have so far not taken up my invitation/s to attend meetings.

From previous experience it has been established that the better the link between home, school and parent the more chance there is of pinpointing problems and putting the relevant support in place for [pupil name].

The Academy has a variety of support packages to offer pupils who are experiencing problems but in order to access these, we need to be able to meet with parents and gain their permission before putting them in place. By failing to engage with the Academy you are potentially denying [pupil name] of this opportunity.

Without your full cooperation and willingness to communicate I am unaware of the steps you may be taking to resolve poor attendance or how I can help. So that I have a better understanding of what you are doing to get [pupil name] to school regularly, would you please complete the section attached and return to me in the stamped addressed envelope provided by...*insert date*.

In the light of this letter I hope that, when invited to the next meeting, you will feel that your presence is essential and that you could contribute to resolving the problem of [pupil name]'s attendance.

Please do not hesitate to contact me if you wish to discuss further.

I am taking the following steps to get [pupil name] to school regularly:

Please think about why [pupil name] hasn't attended school in the past few months, and make a plan to help them attend if that happens again. For example, if the usual transport wasn't working how else might they get to school?

Reason	Plan
<i>e.g. they were ill</i>	<i>Call the school absence number in the morning</i>
<i>e.g. the bus wasn't running</i>	<i>See if there are friends who are driving to school who could take them.</i>

Signature of parent / guardian:..... Date:

Yours sincerely

Principal

A8—Absence Request Outcome

We have received your request for absence for [pupil name].

May I take this opportunity to remind you that the Academy does not authorise absence unless it is for educational purposes or in exceptional circumstances, this is defined as rare, significant, unavoidable and short. We also take in to consideration the following:

The student's age and stage of Education (The academy will not authorise any absence in Year 6)

The timing of the absence

The nature of the absence

The overall attendance pattern of the pupil

The progress of the pupil

I write to say that on this occasion, the school will **not authorise** the absence.

Whilst we understand some parents have no choice about when to take holidays, the law requires attendance at school and unauthorised absence may result in a Penalty Notice, which is a fine of £60 if paid within the first 21 days and £120 if paid within 28 days per parent / carer. If the fine is not paid within 28 days parents could be prosecuted.

If you require any further information, please contact [pupil name]'s class teacher or myself.

Yours sincerely

Principal

GENERAL INFORMATION

Why is student attendance important?

All schools have a responsibility to ensure that the whereabouts of all children are known. All schools have a 'duty of care' to follow up all absences in accordance with the regulations. Monitoring and improving attendance is not just about pupil safety, though this is of course paramount. Good attendance also enables pupils to achieve well - **attendance is the single most influential factor on achievement.**

"Our aim is to ensure that every child and young person has the opportunity to fulfil their potential, and no child slips through the net".

DfES, 'Every Child Matters: Next Steps', 2004

Important Legislation

The Education Act 1996 Para 444 Subsection (1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence Subsection (1A) If, in the circumstances above the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so, he is guilty of an offence.

Attendance Targets and Guidelines

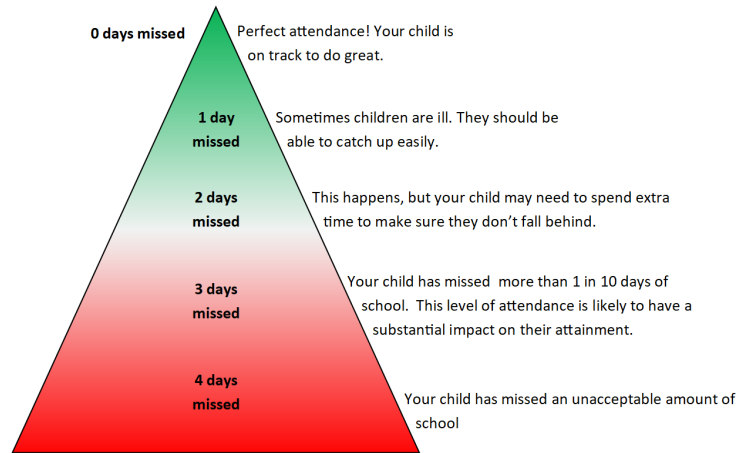
97% and above – pupils are meeting Academy target

95 - 96% - pupils below target.

94 - 95% - pupils are significantly below target.

91 - 93% - pupils are in danger of “persistent absentees”.

90% and below – pupils are officially “persistent absentees”.



What do the percentages and/or days mean?

Percentage Attendance	Number of days lost learning in a year	Equivalent to
100%	0	0
95%	9	1 days absent in every 4 weeks
90%	19	1 days absence every 2 weeks
85%	28	1 days absence every 6 th day
80%	38	1 days absence every week or one whole school year missed over 5 years.

KEY TO ROLES AND RESPONSIBILITIES

Attendance Admin Officer	Safia Duale	<p>Checking registers are taken accurately.</p> <p>Checking attendance of vulnerable students for AM register.</p> <p>First day call / texting for pupils with N marks—by 10am daily.</p> <p>Chase missing registers and report any outstanding registers weekly to VP</p> <p>Supporting with administration of attendance including sending all correspondence, completing paperwork for fines, LA tracking and CME referrals.</p> <p>Supporting with the monitoring of attendance.</p> <p>Updating CPOMs</p>
Principal	Kerry Coote	<p>Attendance Tracking.</p> <p>Supporting teachers and family support worker in their roles.</p> <p>Signing off paperwork / correspondence</p> <p>Overall Academy responsibility for meeting attendance targets.</p> <p>Monitoring CPOMs to ensure being updated.</p>
Parent Support Advisor	Julie Vincent	<p>Monitoring attendance of pupils, in particular vulnerable pupils and persistent absentees.</p> <p>Supporting teachers to manage attendance.</p> <p>Managing attendance of pupils below 95% including having parent meetings and setting up attendance plans.</p> <p>Supporting interventions put in place for pupils at risk of becoming persistent absentees.</p> <p>Ensuring appropriate correspondence to parents is sent.</p> <p>Updating CPOMs</p>
Teachers	All Teaching Staff	<p>Monitoring attendance of pupils in their class.</p> <p>Having regular contact with parents whose children’s attendance is in danger of going below 97% to discuss concerns.</p> <p>Discuss attendance at parents evening</p> <p>Updating CPOMs</p>

GETTING THE MOST OUT OF IT GUIDANCE

First day phone calls / follow up phone calls.

Introductions: Use the parents / carer name. Advise them that you are calling from [] Academy. Introduce yourself using your full name and job title.

Purpose: Make the purpose of the conversation clear. Advise them that you are concerned about their child's attendance. If they are currently off school check that they are safe and determine with the parent / carer the reason for the absence.

Discussion: Explain why their child's attendance is important and try to determine what is causing the high level of absence. Find out what they think we could do to support their child to attend school.

Agree Next Steps: Summarise what you have agreed will happen next and confirm that you will continue to monitor their child's attendance. If you have agreed to contact them again confirm the date / time and how you will do this.

Parent Attendance Plan meeting.

Attendees should be—Vice Principal, Family support Worker, Parent / Carer, pupil.

Preparation: Have all the documents you need ready including an up to date copy of the attendance certificate, copy of the attendance plan provide by the parent (A3) and the blank attendance plan (A4) plus any other relevant documents. Ensure you know what communication has taken place since the last meeting.

At the meeting: The VP chairs the meeting. Introduce all attendees and summarise the reason for the meeting. Review plan parent provided and challenges they have had in actioning the plan. Acknowledge all successes with the pupil.

Agree new attendance plan with actions for parent/carer and academy.

Home Visit

There must be two members of staff on a home visit.

Preparation: Complete a calling card (A7) in case no-one is in. Take a copy of the attendance certificate, and any other relevant information.

At the visit

Purpose: outline the purpose of your visit, making it clear that you are checking everyone is alright. Make sure you are speaking with a listed contact. Ensure you see the pupil (if they are currently off school), if necessary explain this is a legal requirement.

Discussion: Explain why their child's attendance is important and try to determine what is causing the high level of absence. Find out what they think we could do to support their child to attend school. Check the information on the pupil file is accurate and update as necessary.

Agree Next Steps: Summarise what you have agreed will happen next, confirm the expectations of parents/carers to be contactable. Summaries support / interventions that will be put in place. Set a time and date for a meeting in school.

On return: Give meeting notes to Admin Officer and arrange for them to send text confirming meeting (T2).

If no answer: Leave the calling card (A7)

Attendance Codes: Descriptions and Meanings

Code	Who	Description	Meaning	Guidance
/	All	Present for AM Registration	Present	
\	All	Present for PM Registration	Present	
B	Admin	Off-site education activity (Not dual registered)	Present	Used for students who are involved in a special projects, are at CLF Nest, attending another educational establishment. This mark is given by the Admin Officer once it is confirmed they are attending at the other establishment.
C	Admin	Authorised absence other than medical / illness	Absent	Exceptional circumstances absence agreed by the Principal. <i>This is counted as an authorised absence.</i>
D	Admin	Dual Registration— at another educational establishment	Attendance not required	Pupil is not expected to attend as they are attending a different school where they will be registered.
E	Admin	Excluded	Absent	Pupil has been excluded for a fixed period of time or permanently. <i>This is counted as an authorised absence.</i>
G	Admin	Family Holiday—not agreed or days in excess of agreement	Absent	The academy does not authorise family holidays, all pupils who are absent and we believe it is for a holiday will be given this mark by Admin. <i>This is counted as an unauthorised absence.</i>

H	Admin	Family Holiday— Agreed	Absent	Under very exceptional circumstance the Principal may agree a family holiday in term time. <i>This is counted as an authorised absence.</i>
I	Admin	Illness (Not medical apt)	Absent	Will only be used if the parent has confirmed that the pupil is ill via a phone call. Teacher should have a follow up conversation on their return. <i>This is counted as an authorised absence.</i>
L	Admin	Late arriving	Present	To be used for pupils who arrive after 9am. This will be input by Admin after [enter appropriate time for your academy].
M	Admin	Medical Appointment	Absent	Used for pupils who have attended a medical or dental appointment. Admin team should follow this up requesting a note from home or a copy of the appointment card / letter. Only emergency appointments or appointment with specialists should be made during school time. <i>This is counted as an authorised absence</i>
N	All	Student is not in the class	Absent	This mark is made by the teacher when taking the register if they are not in the classroom. This will be updated once contact has been made with the parent by Admin or teacher. All Ns should have been accounted for before the end of the week. <i>This is counted as an unauthorised absence</i>
O	All	Unauthorised Absence	Absent	Pupil is absence from school for any purpose other than those listed here. <i>This is counted as an unauthorised absence</i>
P	Admin	Participating in a supervised sporting activity	Present	Pupil is representing the academy in a sporting activity or are taking part in a coaching session. Activity must be being supervised by some authorised by the academy.
R	Admin	Religious observance	Absent	Pupil is absent to observe a religious event that is set apart for religious observance by the religious body to which the parents belong. <i>This is counted as an authorised absence.</i>

T	Admin	Traveller Absence	Absent	Used when a pupil from a Traveller family is absent whilst family is travelling for occupational purposes. <i>This is counted as an authorised absence.</i>
U	Admin	Late after registration closed 9.30 (AM/PM registers only)	Absent	Pupil arrived after the AM or PM register closed. <i>This is counted as an unauthorised absence.</i>
V	Admin	Educational visit or Trip	Present	Pupil is on a school organised trip or attending an educational activity from an approved organisation authorised by the Principal.
X	Admin	Non-compulsory school age	Attendance not required	Used to record the absence of a pupil who is not of compulsory school age (i.e. under 5 or over 18). <i>Only applicable to Primary and Post 16.</i>
Y	Admin	Enforced Closure	Attendance not required	Used to record attendance when academy has been forced to close or practically close due to unavoidable circumstances (i.e. adverse weather, building being unsafe). Also used if the pupil can't attend due to unavoidable circumstances.