

Summary of Calshot Primary School's Attendance Policy

Introduction:

- Calshot Primary School is committed to fostering child-centred actions and collective responsibility for attendance as an Inclusive Attendance school.
- We follow the Inclusive Attendance Professional Development Programme, with all staff enhancing their understanding through six bespoke Learning Modules focused on attendance support.
- Our Annual Inclusive Attendance 7-Month Development Programme ensures we remain at the forefront of educational innovation, regularly reflecting on our approach to supporting children and families.

Multi-Tiered System of Support (MTSS):

- Our MTSS framework provides a comprehensive attendance intervention system that includes staff, children, parents, and external agencies, fully aligned with DfE guidelines.
 - *Tier 1:* Universal support for all children.
 - *Tier 2:* Early internal support and intervention.
 - *Tier 3:* Intensive support for children and families requiring external agency assistance.

Recognition-Based Approach:

- We promote a recognition-based model that acknowledges individual and collective achievements, fostering a positive environment and intrinsic motivation.
- Further details on this system can be found in our Attendance Policy.

Importance of School Attendance:

- Attendance is a fundamental pillar of education that influences academic success, personal growth, and future opportunities.

Safeguarding Children:

- The school prioritises student welfare. Concerns regarding attendance are promptly investigated, and unexplained or prolonged absences trigger safeguarding procedures, including home visits and communication with agencies.

Additional Policies:

- Our Attendance Policy is closely linked to other key policies such as Behaviour, Teaching and Learning, Safeguarding, Mental Health, SEND, and Pupil Premium.

Effective Interventions and Signposting:

Calshot Primary School are proud of our supportive approach to families who are experiencing issues which may be restricting their ability to fulfil high attendance for their child. Calshot have previously offered families support through utilising before and after school club options, mental health support, medical needs support and travel assistance.

We encourage families to approach school staff for support and guidance when they are concerned about their child and struggling to get them into school. Sometimes outside agencies are involved by means of a referral to Early Help, with a family's consent. At other times a pupil is provided with additional pastoral support. By working together, school staff and families can make a difference and avoid penalty notices and court proceedings.

Agencies that can be of support:

<https://family-action.org.uk/services/early-help-programme-birmingham/>

<https://learning.nspcc.org.uk/safeguarding-child-protection/early-help-and-early-intervention>

<https://compass-uk.org/services/compass-birmingham-mhst/>

Roles and Responsibilities:

- *Parents:* Foster a culture of punctuality and regular attendance, crucial for their child's academic and personal development.
- *School:* Monitor attendance, communicate with parents, and implement interventions to support student engagement.
- *Children:* Attend school regularly and punctually, actively engaging in learning and following attendance policies.
- *External agencies, including Governors:* Provide specialised support to overcome barriers to attendance, working collaboratively with the school to improve outcomes.

Removal from Roll:

For pupils of compulsory school age, the only reasons a pupil can be removed from roll are detailed below.

- Child transferring to another school
- Child has been dual registered
- School attendance order has been revoked as suitable education has been offered otherwise than at school
- Parent has written to the school stating they wish to home educate
- Child moved house too far away from school to attend
- Child failed to return from authorised leave in term time (CME) – agreement with the LA is required for this deletion regulation
- Child missing for 20 days unauthorised absence (due to unauthorised leave or moving address without new address being provided) and referred to CME - consent is required from the local authority for this deletion regulation
- Death of child
- Child permanently excluded

Legal Exceptions:

- Children in Care should not be removed from roll until discussion has taken place with the Virtual School and the allocated social worker.

- Children with child protection/child in need plans should not be removed from roll until discussion has taken place with the allocated social worker.
- Mobile children of no fixed abode cannot be deleted from the roll of the school which they normally attend when their parents are travelling. Usual absence procedures apply in these circumstances

Home Education:

It is the prerogative of all families to choose to educate their child at home. Should that be the case, they must seek to meet with and explain the reasons for doing so with school. This will give school, an opportunity to provide any support necessary to ensure that families have considered fully the implications of educating their child at home. A request to electively home educate should be put in writing to the headteacher. Once a meeting has taken place and formal written notification has been received and acknowledged, a child can be removed from the school roll. The local authority will be formally notified at this point.

School Times:

Nursery (morning): The school day begins at 08:40 ends at 11:40

Registration opens at 08.40 and closes at 08:55.

Nursery (afternoon): The school day begins at 12:30pm ends at 3:30pm

Registration opens at 12.30pm and closes at 12:45pm.

Reception: The school day begins at 08.:45 ends at 3:15pm.

Registration opens at 08:45 and closes at 09:00.

KS1: The school day begins at 08:50 ends at 3:20pm.

Registration opens at 08:50 and closes at 09:05.

KS2: The school day begins at 08:55 ends at 3:25pm.

Registration opens at 08:55 and closes at 09:10.

Children are expected to arrive on time and attend all scheduled lessons and activities.

Requesting Absence Leave:

- Parents must request leave in writing at least 10 school days in advance.

Reporting a Child's Absence:

Parents or carers must contact the school on the first day of their child's absence to provide the reason for the absence. A phone call should be made by phoning the main school office.

Definitions:

- *Persistent Absence (PA):* Attendance at or below 90%, equating to 19 or more missed school days per year.
- *Risk of Persistent Absence:* Attendance consistently below 95%, translating to between 10 to 18 days of absence.
- *Severe Absence:* Students absent more than 50% of the time, requiring intensive support and potential flexible adjustments to facilitate regular attendance.