



## **Beanfield Primary School Attendance and Punctuality Strategy 2021-22**

*Excellent attendance and punctuality are vital components to educational achievement. Only then can children fully benefit from the academic, personal and social opportunities which are offered to them.*

At Beanfield we recognise that attending school daily and on time has a positive impact on learning, progress and therefore the best life chances for our children's successes. We must therefore ensure that attendance and punctuality are the highest they possibly can be in order to prepare our children for their future adult life.

Here at Beanfield Primary School, and in line with the Brooke Weston Trust expectations, we strive for every child to achieve **97%** attendance or above.

It is the responsibility of everyone in our school community - parents, staff, governors and children - to ensure that they achieve this. Therefore we constantly monitor and review the attendance of all of our children.

We promote and encourage excellent attendance by working collaboratively with parents and carers and acting early to address patterns of absence. The Wellbeing Team will invite parents and carers to attendance surgeries should they be concerned about a child's attendance. They can offer support and guidance and if required, support through an Early Help Assessment.

There is clear evidence that any absence from school can and will have an impact on a child's attainment and social development.

### **COVID-19**

As outlined by the Department for Education, school attendance is mandatory. The usual rules continue to apply, including:

- parents' duty to secure that their child attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

We understand that some pupils and parents may have some anxieties in relation to the covid-19 pandemic and their child attending school. Please contact [wellbeing@beanfieldprimary.org](mailto:wellbeing@beanfieldprimary.org) if this is the case where we will be happy to provide further support and advice.

### **Promoting attendance and punctuality**

**Display Board:** A display board located adjacent to the Main Reception promotes the importance of excellent attendance and punctuality to all of the school community.

**Whole-school letters:** Regular whole-school letters and leaflets are sent out to parents and families during the academic year, reiterating the importance of excellent attendance and punctuality as well as addressing any themes of concern or celebrations.

### **Celebrating attendance**

**Termly Award for 97%+ Attendance:** Children who have achieved 97% attendance or above will receive a small token prize at the end of each full term. This will be calculated accumulatively, taking their attendance from the beginning of the school year.

**Attendance Postcards:** Children who have achieved 100% attendance up until February half term will receive a postcard. Postcards are also awarded to children to recognise significant improvements in attendance and/or punctuality.

**Attendance Reward Breakfast:** Held on a termly basis, the aim of this incentive is to celebrate and acknowledge the efforts of those children who have been absent due to circumstances beyond their control (such as medical appointments/hospital operation) but still strive to be at school and on time on every other occasion. This is also for children whose attendance/punctuality has improved significantly.

### **Attendance procedures**

Brooke Weston Trust Primary Schools have worked together to devise a set of attendance procedures which are adhered to if a child presents with attendance and/or punctuality concerns. *This document is available to access within the 'Attendance' section of the Beanfield Primary School website.*

**Reporting an absence:** It is a parent's responsibility to notify school at the earliest possible convenience via the absence line (01536 262000) if their child is going to be absent from school. Absences must be reported to school on a daily basis. Should a child be attending a medical appointment, medical evidence is required in order to authorise the absence. *Please see the Brooke Weston Trust Attendance Strategy for further information with regards to suitable medical evidence.*

**Attendance concerns:** Children's attendance is monitored closely and regularly, with monthly data produced to outline any trends within particular pupil groups thus highlighting areas for development. Should a child's attendance fall below 95%, attendance procedures will be followed, starting with an attendance concern letter being sent to the child's parent(s).

**Attendance surgeries:** Should a child's attendance continue to be a cause for concern, parents will be invited to attend a surgery to identify whether any support can be offered and identified needs will be taken forward by the Wellbeing Team. An in-school monitoring plan will be set out with the expectation of an immediate improvement, with the child achieving 95% or above during the monitoring period.

**Persistent absence:** If a child's attendance remains below the expected level despite the implementation of a monitoring plan and any relevant interventions offered, a referral could be made to the Education Inclusion Partnership Team where legal action may be taken.

### **Attendance correspondence**

**First-day response:** A text message will be sent/phone call will be made to the primary contact of any child who is absent from school without a reason. Any children with welfare concerns (LAC, CP) will be identified first and contact made in the first instance.

**Home-visits:** Home visits are completed by all Brooke Weston Trust schools as a standard procedure when children are absent from school. Should The Wellbeing Team have any safeguarding concerns for a particular child, home visits will be completed to these families in the first instance. Home visits allow school staff to see the child and discuss the absence with parents and carers, as well as being able to offer support if required.

Home-visits will be carried out by the following staff members:

1)	2)	3)
Callum Reilly Sarah Fleming	Callum Reilly Debbie Smith	Callum Reilly Donna Martin
4)	5)	6)
Callum Reilly Emma Grant/Alison Stratford	Callum Reilly Sam Eathorne	Callum Reilly Julia Dickinson

### **Reporting attendance**

**Data Point Information:** At each Data Point, all class teachers will be given a report detailing each child's attendance. This information will then be shared on the child's termly report.

100%		Outstanding
97% +		Excellent
95% +		Requires Improvement
Below 95%		Inadequate

### **Leave during term time**

Should parents or carers be taking their child out of school during term time, they are required to complete a leave during term time form prior to the absence commencing, notifying of the duration of leave and reason for absence. Forms can be collected from our Main Reception.

Brooke Weston Trust Academies and the Local Authority are continuing to work together to reduce the amount of leave taken in term time by issuing Penalty Notices under Section 444(1) of the Education Act 1996 (amended regulations 2013).

Parents need to be aware that as of Monday 25 April 2016, NCC changed their Code of Conduct which meant a Penalty Notice could be issued for **five days of absence** (ten sessions). This was placed on hold while the Isle of Wight case was heard. As the outcome is now known, Northants County Council implemented the Code of Conduct with immediate effect.

Absences can include 'late after the register closes' and can be calculated as five consecutive days or cumulative total of five days/ten sessions over a six school-week period. This may result in referral to the Education Inclusion Partnership Team for further action. Such absences can result in a Fixed Penalty Notice of up to £120 or court action resulting in a criminal record and a fine up to £1000.

There is clear evidence that any absence can and will have an impact on attainment. With this in mind, periods of leave taken during term time will not be authorised. Referrals will be made to the Education Inclusion Partnership Team for five days of absence or more where consideration will be given to issue a penalty notice.



## Beanfield Primary School Attendance and Punctuality Strategy 2021-22

### Punctuality procedures

**8:30am-8:40am – Meet and Greet:** Children and parents will be greeted at the walk-in gate by a member of the Wellbeing Team.

**8:40am – Start of school day (Reception – Year 6).**

### Specialist Provision

Children and parents arrive between 8:40am and 8:50am. The school day begins at 8:50am.

### Nursery (AM)

Children and parents arrive between 8:55am and 9:00am. The school day begins at 9:00am.

**8:40am-9:15am – Late Desk:** Children who arrive at school after their designated arrival time **must** enter through Main Reception to be signed into the late register. A late slip will be given to the child and they will then hand this to their class teacher in order to make them aware that they have been signed in.

*Should a child present into class late without a slip, they must be sent to Main Reception immediately to collect a late slip and be signed in the register.*

The Late Desk will be manned by Callum Reilly. In the event of Callum not being available, the following members of staff will take over:

1. Sarah Fleming
2. Alison Stratford
3. Leighanne Savage
4. Donna Martin

**8:50am – Submission of Class Registers (Reception - Y6):** All registers should be completed on Pupil Asset and submitted immediately. Should any staff members be unable to access Pupil Asset, a telephone call should be made or message sent to Main Reception with who is absent from the class.

**9:10am – Submission of Class Registers (Nursery & Specialist Provision)**

*Only the Admin Team or Wellbeing Team are permitted to mark children as late in the register.*

**9:15am – Close of Late Desk and Close of Registration:** If children arrive after 9:15am, the Admin Team will mark down the time of arrival and inform the Wellbeing Team of this. Any child arriving after this time will be marked as a 'U' code on the register – this is an unauthorised absence mark due to arriving at school after the close of registration and **will affect a child's attendance percentage.**

**Home time punctuality:** Children should be collected promptly at the times set out below.

**3:00pm** – Nursery

**3:10pm** – Specialist Provision

**3:15pm** – Key Stage 1

**3:20pm** – Key Stage 2

If a child is not collected on time, the child is to be escorted to Main Reception by the class teacher. The Admin Team will then call home.

If there is a response, the teacher is to wait with the child until child is collected.

If there is no response, Admin Team are to contact Sarah Fleming or Callum Reilly.

### **Punctuality procedures**

**Reporting a late arrival:** If a child is going to be arriving at school late due to an appointment/unforeseen circumstances, we kindly ask that parent's notify school at their earliest convenience by calling 01536 262000. Should a child have attended a medical appointment, we ask that medical evidence is provided. *Please see the Brooke Weston Trust Attendance Strategy for further information with regards to suitable medical evidence.*

**Punctuality concerns:** Children's punctuality is monitored closely and regularly. Should a child's punctuality become a cause for concern, school procedures towards punctuality will be followed, beginning with a punctuality concern letter being sent to the child's parents.

**Punctuality surgeries:** Should a child's punctuality continue to be a cause for concern, parents will be invited to attend a surgery to identify whether any support can be offered and identified needs will be taken forward by the Wellbeing Team. An in-school monitoring plan will be set out with the expectation of an immediate improvement and no further late marks.

**Persistently late:** If a child's punctuality remains below the expected level despite the implementation of a monitoring plan and any relevant interventions offered, a referral could be made to the Education Inclusion Partnership Team where legal action may be taken.

### **Reporting punctuality**

**Data Point Information:** At each Data Point all class teachers will be given a report detailing every child's punctuality for the respective term. This information will then be shared on each child's termly report.

0 late marks		Outstanding
1-2 late marks		Good
3-4 late marks		Requires Improvement
5+ late marks		Inadequate