



## **Beanfield Primary School Attendance and Punctuality Strategy 2023-24**

*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 96% 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.

### **Promoting attendance and punctuality**

**Regular Social Media updates for parents and promotion to children:** School will regularly broadcast to all the importance of good attendance and the benefits this brings.

**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**

**Attendance Bingo:** We will promote good attendance to individuals with a small token prize when their Bingo Card is full.

**Attendance Postcards:** Postcards are sent to children throughout the year to recognise improvements made in attendance and also to congratulate excellent attendance.

**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 90%, 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 (CIC, 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.

Our Education Welfare Officer Chelsea Harley will conduct home visits and will seek the assistance of the Senior Leadership Team for support when necessary.

### **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).

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 **5 days of absence** (10 sessions) or more where consideration will be given to issue a penalty notice.

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.

### Punctuality procedures

	Gates open	School starts	Collection time
Nursery (AM)	8:50am	9:00am	12:00pm
EYFS	8:30am	8:40am	3:10pm
Y1&2	8:35am	8:45am	3:15pm
Y3-6	8:40am	8:50am	3:20pm
Special Provision	8:40am	8:50am	3pm-3.15pm
Nursery (PM)	11:50am	12:00pm	3:00pm

**8:40am-9am – Late Desk for KS1:** 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 Chelsea Harley and the Admin Team.

KS2 children can walk straight into class.

Chelsea Harley will commence checking all children from 9am.

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

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 the Wellbeing Team or the Senior Leadership Team.

### 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 parents 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.

