**Arthur Terry Learning Partnership Trust**

**Attendance Policy 2021 – 2022**

**Osborne Primary School**

Review Date: September 2022

**Attendance Team**

Attendance is everyone’s responsibility, but key staff in school supporting this crucial area are:

|  |  |  |
| --- | --- | --- |
| Sharon French | Office Manager | s.french@osborne-pri.bham.sch.uk |
| James Heathershaw | Assistant Head (acting) SENDCo and Inclusion Lead | j.heathershaw@osborne-pri.bham.sch.uk |
| Lisa McCullough | Pastoral Manager | l.mccullough@osborne-pri.bham.sch.uk |
| Michelle Gay | Head teacher | m.gay@osborne-pri.bham.sch.uk |

**Attendance Matters**

**Our Schools Attendance Target**

97%

We ask students to aim to achieve at least 97% attendance. We recognise that for some this may be challenging, therefore we will provide additional support to students and their families to encourage excellent attendance

**The Main Principles**

There is a direct link between academic attainment and attendance at school. Osborne Primary School is therefore committed to working with parents and carers to ensure all students achieve as high a level of attendance as possible. Students are set a target of achieving at least 97% attendance.

Parents/carers have a legal responsibility to ensure children of compulsory school age attend school regularly. Students should be at school, on time, every day the school is open, unless the reason for absence is unavoidable.

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| --- | --- | --- | --- |
| Attendance during one school year | Equals the number of days absent | Which is approximately this many weeks absent(100% equals 39 weeks | Which means this number of lessons missed |
| 90% | 19 days | 4 weeks | 100 lessons |
| 85% | 29 days | 6 weeks | 150 lessons |
| 80% | 38 days | 8 weeks | 200 lessons |

Schools have a duty of law to refer any absence of 5 days or more where they have been unable to contact the parent/carer/child or have general concerns about the absence to the Local Support Team.

Schools are required to take a register twice a day (am and pm), and this shows whether a student is present, engaged in an approved off-site education activity, or absent. If a student of compulsory school age is absent, every half day absence from school must be classified by the school as either authorised or unauthorised. The decision lies with the school as to whether the absence will be authorised. For this reason, information about the cause of each absence is always required.

**Absence**

Absence can only be authorised by the Headteacher, within the boundaries set by The Education (Pupil Registration) (England) Regulations 2006.

**Headteachers may authorise leave during term time except where the circumstances are exceptional.**

Please do remember that parental/carer illness, going shopping, visiting family, truancy, alleged bullying (speak to school immediately to resolve issues), family holidays are not acceptable reasons for absence. All of these will be recorded as unauthorised absence.

Arriving after registration has closed will also result in an unauthorised absence being recorded.

Family emergencies need careful consideration. It is not always appropriate or in the child’s best interests to miss school for such emergencies which are being dealt with by adults. Being at school with support from staff and peers can provide children with a safe and familiar background during times of uncertainty.

**It is a parent’s legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.**

**Reporting Absence**

If your child is going to be absent from school, it is important that the school is made aware.

**Reporting Same Day Illness**

* All illness must be reported to school by 9:30 am every day that a child is absent from school
* Call school on 0121 464 3346 by 9:30 am
* Contact school via e-mail by 9:30 am at enquiry@osborne-pri.bham.sch.uk
* Contact school via e-mail on the contact form on the website
* If an absence is not reported, a staff member will call the home
* If a call is not answered or staff are concerned re persistent absence, a safe and well check (home visit) will be made

**Reporting Future Absence For Appointments**

All appointments, such as dentist and doctors, should be made for outside of school hours where possible.

Where it is necessary to attend an appointment during the school day parents’/carers should inform the school office via a telephone call, e-mail or in person.

Students are expected to attend on the day of an appointment for as much of the day as possible.

For the absence to be authorised, evidence of the appointment must be given to school by way of an appointment card or letter.

**Requesting Leave in Term Time**

Parents/carers should make every effort to avoid taking students out of education for holidays or other extended leave during term time. This leave will only be authorised in exceptional circumstances.

Any request needs to be made in writing giving as much notice as possible, 4 weeks as a minimum. A request for leave form should be completed and can be requested at the school office.

**Religious Observance**

We recognise that students of certain faiths may need to participate in religious observance when the day falls in term time. The school will issue a day authorised absence in these cases.

We ask that parents/carers notify the academy in writing in advance where a day’s religious observance is required, via the contact us form on the school’s website or to the enquiry@osborne-pri.bham.sch.uk

**Children Missing in Education (CME)**

As a school, we are concerned about any child who may be missing education because in addition to their educational development, their safety and wellbeing may be at risk.

The Birmingham Children CME team works with schools in support of children who are absent from school and their whereabouts unknown. This might be

* A child who is not at their last known address and
* Has 5 or more days of continuous absence without explanation, or
* Has left school suddenly and their destination is unknown. The policy does not cover those children not receiving education due to a family not taking up an offer of a school place from the Schools Admissions Service.

**Home Education – Parents/Carers Role**

Parents/carers have a responsibility to ensure that their children of school age are receiving efficient full-time education. Some parents/carers may elect to home educate their children and may withdraw them from school at any time to do so. This is unless they are subject to an attendance order. Where a parent/carer notifies the school in writing of their intention to home educate, the school will ensure parents/carers are fully aware of their legal responsibilities in educating their child. School will then inform the local authority following their procedures, before the deleting the child from its admission register.

**Registration and Punctuality**

For safeguarding purposes, a register is taken at the start of the school day and at the start of the second session. These two registers make up a student’s overall attendance percentage.

**Morning Registration:**

* School starts at 8:45 am.
* The school gates are open until 8:55 am. This allows parents to punctually deliver all of their children who will enter school at different gates
* Students are marked as L at 8:56 am
* Students are marked as U from 9:30am
* Lateness to school may incur sanctions where applicable.

**Second Registration period:**

Monday – Thursday:

Reception – 12:30 pm

Y1 & Y2 – 12:45 pm

Y3 & Y4 – 1:00 pm

Y5 & Y6 – 1:30 pm

Friday

Reception – 10:30 am

Y1 & Y2 – 10:30 am

Y3 & Y4 – 10:45 am

Y5 & Y6 – 11:15 am

**Monitoring Attendance**

Student’s attendance is regularly reviewed and the following actions could happen to support students’ attendance.

At all stages we want to work with parents/carers to support their child’s attendance. The stages of support work as a guide only and different methods of support may be more suitable for some students.

**COVID Addendum: Due to the current pandemic and isolation days if students test positive, some of the stages below will not be appropriate and would be taken in to consideration when reviewing student’s attendance records.**

**ATTENDANCE SUPPORT STAGES**

* First day phone calls
* Safe and well check (home visit) if required
* Weekly monitoring
* Half termly letters to parent/carers re attendance percentage if below 90%
* Invite to informal attendance meeting to establish reasons for absence and offer Early Help support
* If attendance does not improve, over the next half term, FAST TRACK procedures are inititated.

**Local Authority (LA) / Agency Referral**

If a student has at least 10 sessions of unauthorised absence in total and all actions have been followed, the school will seek advice from the LA regarding improving attendance. This is known as FAST-TRACK to attendance. If a student is persistently absent due to ‘Emotionally Based School Avoidance’ reasons, please refer to the section below.

**Formal Warning Notice**

Parents/Carers will receive a formal warning notice advising them of their responsibility to ensure their child is in school under Section 444 of the Education Act 1996. The formal notice will advise that the LA may consider issuing a penalty notice and taking legal action against you should there be further unauthorised absences.

**Birmingham Education Legal Intervention Team (ELIT) Referral**

Following the formal warning notice, if a student has a further 10 sessions of unauthorised absence then the school will complete a referral which may result in a penalty notice being issued. In some cases, if there has been two penalty notices issued, court proceedings could be initiated via the ‘Single Justice’ procedure.

**Emotionally Based School Avoidance**

Where parents/carers are working with school to improve a student’s attendance, but there are barriers related to anxiety, challenging emotions and thoughts and self-care, the school will refer to appropriate agencies to gain wider support where appropriate.

The school will only progress through the stages where parents/carers are not engaging and making every effort to improve their child’s attendance.