ATTENDANCE POLICY

2024 - 2025

Date	July 2024
Compiled by	T Williams
Ratified by Governors	July 2024
Date for review	July 2025
Amendments	Updated using Salford LA guidance for Education Penalty Notices for Non-School attendance

Looking to the future from the foundations of our past

Godfrey Ermen, local cotton mill owner, left money when he died for *"the benefit of any charitable philanthropic literary or educational institution . . . or in the formation and maintenance of hospitals, libraries, baths, wash-houses, model cottages, and generally in support of any object which may seem worthy of* ***encouragement*** *and assistance."*

Reflecting on our Christian foundation, the Bible reminds us through St Paul's letter to the Thessalonians:

"Therefore **encourage** one another and build each other up, just as in fact you are doing."

Thessalonians 1 5:11

By honouring God and our trusted foundation, we desire to live out our values by **encouraging** each other to work together, serving God and our community, to be the best we can be for ourselves, our families, our community and the wider world.

We are going to **encourage** each other through our PRIDE values:

VALUE	FOUNDATION	We look to the future to…
Personal Excellence	In all the work you are doing, work the best you can. Colossians 3:23-24	…work hard. … follow our learning rules.
Respect & Friendship	The whole law is made complete in one command: "Love your neighbour as you love yourself." Galatians 5:14	…be kind and gentle. … care for our environment.
Inspiration & Innovation	Continue to think about the things that are good and worthy of praise. Think about the things that are true and honourable and right and pure and beautiful and respected. Philippians 4:8	… listen. … be honest.
Determination & Resilience	I can do all things through Christ because he gives me strength. Philippians 4:13	… feel confident to try and know we can make mistakes. … not give up.
Equality	Now, in Christ, there is no difference between Jew and Greek. There is no difference between slaves and free men. There is no difference male and female. You are the same in Christ Jesus. Galatians 3:28	… be fair. … keep each other happy.

Head Teacher	Julia Kinch
Governor	Kate Morris/June Wood
Attendance Champion	Julia Kinch
Family Liaison Officer	Tracy Williams
Attendance Lead	Jay Prescott
Attendance Advisor	Tracy Robinson
Attendance Support Officer	Kelly Flaherty

Godfrey Ermen Memorial Primary School believe that the regular education of all children, irrespective of age, gender, race or ability is crucial to each and every pupil.

Every child of compulsory school age is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Godfrey Ermen Memorial Primary School will endeavor to work alongside parents, local community and the Education Welfare Service.

Maintaining a high profile for attendance and punctuality

Godfrey Ermen Memorial Primary School aim to achieve a minimum 96% figure this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:

- Keeping accurate records through class registers and CPOMS
- Maintaining clear procedures for recording lateness
- Raise awareness of attendance issues at pupil reviews and new intake meetings
- Ensuring unauthorised absences are dealt with promptly
- Celebrating children in school 'all day, every day' with rewards such as weekly raffle and celebration assembly, half termly certificates, termly badges and raffle prizes, annual prize giving for 100% attendance for the whole year (medical appointments taken into account).
- Reward pupils weekly for improvements in attendance and punctuality.
- Applying the Whole School Attendance Policy consistently and reviewing annually
- All new initiatives ratified by Governors
- To continue to promote attendance with the support of the Attendance Support Officer
- Consideration to be given to the completion of an Early Help Assessment/ review at SSP and/or signposting of support available to families

Roles and Responsibilities

Of the school

- School attendance is a whole school approach
- To ensure the strategies of the school attendance policy are adhered to by all staff
- To inform parents when school attendance or punctuality becomes a cause for concern
- To adhere to the Prevent Duty, the Family Liaison Officer is obliged to notify the Local Authority if a family are visiting a country considered to be a high risk for terrorism

- The Family Liaison Officer is also obliged to refer to Children's Services any pupil they suspect is being taken out of school to undergo FGM (Female Genital Mutilation)
- After 3 consecutive days of unexplained absence, the Family Liaison Officer will either:
  - Visit the family home
  - Contact the Attendance Support Officer
  - Inform Children's Services
  - Request a welfare check by the police
  - Offer of support to be made available
- A welfare visit to the family home will be completed on the 5th day of any absence regardless of reason.

Of the pupils

- To understand the importance of regular school attendance and punctuality by having a collective responsibility with school and parents/carers
- Child Friendly Attendance Policy in collaboration with School Council
- Children kept informed on a weekly basis through school assemblies

Of the parents/carers

- Parents/carers must:
- read and sign home school agreement
- ensure that their children achieve a minimum attendance figure of 96%
- ensure that their children arrive at school promptly – 8.40am
- contact school before 8.55am to report their child's absence
- ensure that non-emergency medical appointments, i.e. dental check-ups, are made outside of school hours
- keep contact details up to date
- ensure a leave of absence during term time is requested in writing to the Headteacher. Parents should fully complete the request form stating the following:
  - First date of absence
  - Date of return to school
  - Number of days
  - Destination
  - Parent/Carer signature and date
  - Contact details, if different to those held in school
  - Any exceptional circumstances
  - Family holidays should be taken out of term time
  - Keep school up to date with:
    - home, work and mobile contact numbers
    - home addresses
    - e-mail addresses
    - two additional contacts for emergency purposes, including phone numbers and home addresses
    - any additional information school needs to be aware of

Of the School Governor for school attendance

- To liaise with the school's attendance team.
- To ensure attendance report is shared at governors' meetings.
- To review attendance data/information.
- To attend meetings with Family Liaison Officer/ Attendance Lead/ Champion/ Attendance Support Officer/ Parents and carers as needed.

Of the Local Education Authority

- The Local Authority will provide consultation and support with school for those children with attendance below 95%. This could include:
  - advice on penalty notices
  - attendance panel meetings
  - fast track to prosecution
  - truancy initiatives which include unannounced home visits
- To work with school on devising and implementing new initiatives to promote attendance and punctuality
- Analysis of school and pupil data

Procedures – Who does what and when?

- Computer Input (SIMS) is the responsibility of the Admin Clerk/ Family Liaison Officer/ Attendance Lead and involves inputting data on a daily basis.
- Registration is the responsibility of the class teacher/learning support assistant in the teacher's absence and involves each pupil arriving at school before 8.55am.
- The school doors open at 8.40am and children are registered by 8.55am to avoid a 'late' mark.
- Any child arriving after 9.25am will receive a U code which is an unauthorised absence.
- The Family Liaison Officer/ Attendance Lead will send a message at 9.45am each morning to those parents whose children are absent. If no response is received this will automatically be recorded as an unauthorised absence.
- The Family Liaison Officer/ Attendance Lead, will speak to the parents of pupils who are consistently late to ascertain if there is a reason for the lateness and look at ways of trying to assist the family. If the problem continues, a letter will be sent home and the Education Welfare Service will be notified at one of the regular meetings with the Family Liaison Officer/ Attendance Lead.
- Problems relating to a pupil's attendance will be addressed by the Family Liaison Officer/ Attendance Lead approaching the parents informally in the first instance but will be discussed with the Attendance Support Officer at their regular consultation meetings.
- A holistic approach to tackling attendance issues will be consistently applied by school and the Education Welfare Service.
- Communicating the attendance policy to parents will be undertaken through regular newsletters, website and letters that are sent out at the end of every half term and/or necessary.

Attendance and Punctuality

- Godfrey Ermen Memorial Primary School value good attendance and punctuality. In order that every child has the opportunity to reach their potential regular school attendance is a necessity. The Headteacher will decide if absence is authorised/unauthorised in accordance with our policy.
- For religious observance Godfrey Ermen Primary School follow Salford City Councils R code guidance. If Eid falls on a Saturday or Sunday, children will be expected to be in school on the Monday.
- Absences will not be authorised prior to Y6 SATS.
- School absences will not be authorised on the day before a school holiday and the day of return, this includes bank holidays unless there are exceptional circumstances.
- For external sporting events eg, morris dancing, rugby, golf etc 1 day a year will be authorised as long as the parental request is supported by a letter from the external organization on

official headed paper and the child's attendance is at or above the schools attendance target of 96% (this does not include siblings).

- Absence requests for Performance/ Modelling reasons will be considered on a case by case basis.
- Sporting events such as football academy matches will be authorised at the discretion of the Headteacher after a formal request has been made by the trainer or club.
- Any unauthorised absences will be automatically reported to the Attendance Support Officer and a Penalty Warning Notice may be issued.
- Wherever possible, please provide medical evidence eg, appointment card/letter, hospital letter, prescribed medication, otherwise absences may not be authorised. If your child is absent through illness, please contact school each day of the illness to keep them updated.
- Incentives/Rewards: weekly raffle/ most improved prizes, own clothes days and extra playtimes, half termly certificates, termly rewards for children with whose attendance is 96% and higher including badges and voucher raffles. Special 100% attendance prize at the end of the year.
- Opportunities for informal contact: Building good relationships with families is achieved by the meeting and greeting of families in the morning by the Headteacher, Family Liaison Officer and Attendance lead.

Persistent and Severe Absence (See Appendix 1)
Identified as one of school's key priorities.
Persistent Absence – below 90%
Severe Absence – below 50%
School and supporting agencies will endeavour to support families holistically to improve attendance by tracking pupil attendance weekly and identifying patterns early and by discussions with parents/carers (and children where appropriate).

Legal Intervention (See Appendix 2)
Will only be considered as a final resort if all other interventions/support have failed or are not deemed appropriate.

Website (See Appendix 3)
Current attendance and rewards can be viewed on our Attendance page of the website

Holidays in Term Time

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024
2024 No. 210
Education Penalty Notices for Non-School attendance

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to none school attendance.

Schools are required to consider, on a case by case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)

• Persistently arrives late for school after the close of registration (U coded)
• 10 sessions (5 days) of unauthorised absences (O, G and U coded)
You may receive a Penalty Notice for the offence of failing to secure regular school attendance.

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

• Penalty Notice One - £160 discounted to £80 if paid within 21 days.
• Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.

The local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support

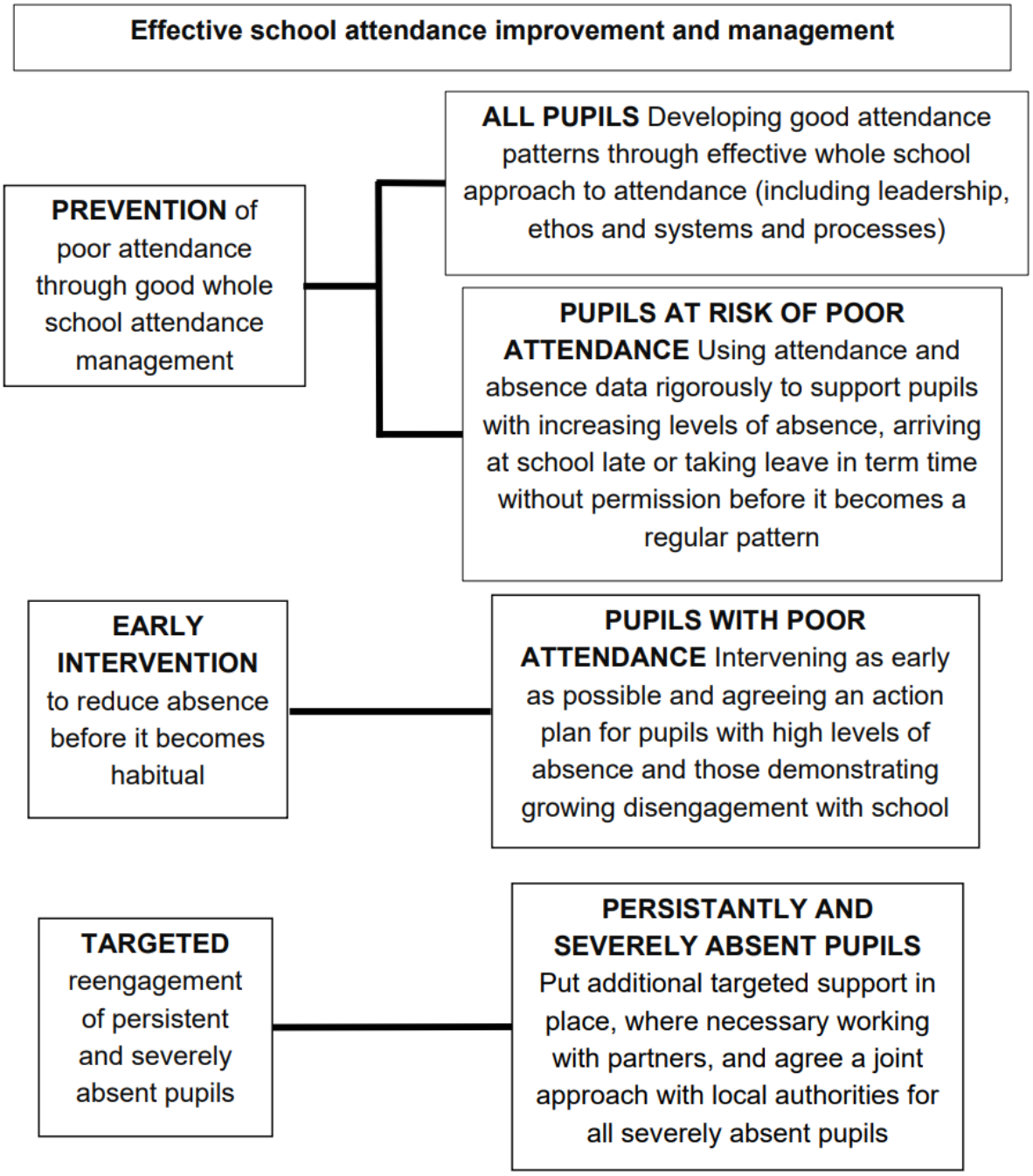
Monitoring and Evaluation

- Godfrey Ermen Memorial Primary School will evaluate the effectiveness of its strategies by:
    - weekly monitoring of attendance through SIMS
    - fortnightly consultation with the Attendance Support Officer
    - the opening and closing of referrals to the Education Welfare Service
    - planning and evaluating initiatives
    - annual review of this policy

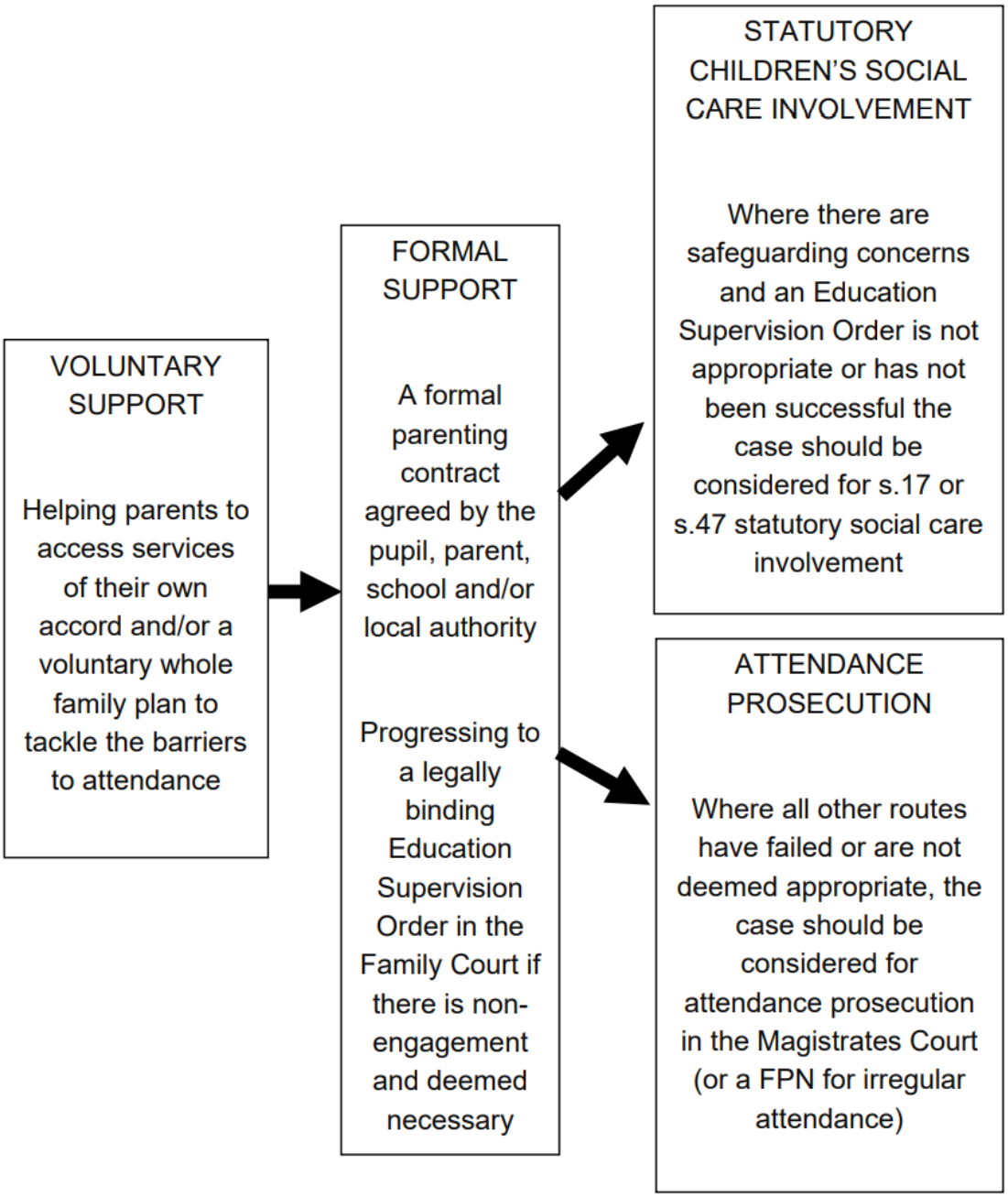
- Reporting to CME (Children Missing Education)
  We have a legal obligation to report to the Local Authority any child as missing from education, for example, child not attended school due to moving out of the authority and school has not been given a new home address, and school if possible.

- Cluster schools
  We at Godfrey Ermen Memorial Primary School work together with our cluster of schools in Eccles to have a joined up approach to school attendance. This cluster of schools adopts the same Attendance & Punctuality Policy and procedures e.g. authorisation of Morris dancing competitions.

Appendix 1


Effective school attendance improvement and management
PREVENTION of poor attendance through good whole school attendance management
ALL PUPILS Developing good attendance patterns through effective whole school approach to attendance (including leadership, ethos and systems and processes)
PUPILS AT RISK OF POOR ATTENDANCE Using attendance and absence data rigorously to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern
EARLY INTERVENTION to reduce absence before it becomes habitual
PUPILS WITH POOR ATTENDANCE Intervening as early as possible and agreeing an action plan for pupils with high levels of absence and those demonstrating growing disengagement with school
TARGETED reengagement of persistent and severely absent pupils
PERSISTANTLY AND SEVERELY ABSENT PUPILS Put additional targeted support in place, where necessary working with partners, and agree a joint approach with local authorities for all severely absent pupils

Appendix 2


VOLUNTARY SUPPORT
Helping parents to access services of their own accord and/or a voluntary whole family plan to tackle the barriers to attendance
FORMAL SUPPORT
A formal parenting contract agreed by the pupil, parent, school and/or local authority
Progressing to a legally binding Education Supervision Order in the Family Court if there is non-engagement and deemed necessary
STATUTORY CHILDREN'S SOCIAL CARE INVOLVEMENT
Where there are safeguarding concerns and an Education Supervision Order is not appropriate or has not been successful the case should be considered for s.17 or s.47 statutory social care involvement
ATTENDANCE PROSECUTION
Where all other routes have failed or are not deemed appropriate, the case should be considered for attendance prosecution in the Magistrates Court (or a FPN for irregular attendance)

Appendix 3

Attendance | Godfrey Ermen Memorial CE Primary (gems-salford.co.uk)

Example

Our school attendance target is 96%

Our current school attendance is 93%

Last weeks best attending class was TURING

Last weeks most puntual classes were STARS-

Last half terms best attending class was TURING who enjoyed an extra own clothes day.

Attendance Badges

Children can achieve termly badges for their good attendance in school. See below for this term's expectations for earning a badge!

This term (Autumn) 71 days

Days Absence	Percentage	Badge
0	100%	GOLD
0.5	99.3%	SILVER
1.0	98.6%	SILVER
1.5	97.9%	BRONZE
2.0	97.1%	BRONZE
2.5	96.4%	BRONZE