

## **Emmer Green Primary School Attendance Policy**

This policy sets out attendance and punctuality expectations and applies to all children at Emmer Green Primary School. For the purposes of this policy, a parent means:

all natural parents, whether married or not;  
any person who has parental responsibility for a child or young person; and  
any person who has care of a child or young person (i.e. lives with and looks after the child)

### **The Importance of Good Attendance**

All children of compulsory school age are entitled to an efficient, full-time education suitable for their age, aptitude and any special educational need they may have. It is the responsibility of every parent to make sure their child receives that education and by registering at Emmer Green Primary School they have a legal duty to ensure their child attends regularly.

The school aims to provide a positive, calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn. The school aims to work together with families, staff and other professionals towards good attendance and the related attainment, wellbeing and wider life chances.

*'at Key Stage 2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard.'* (DfE 'Working Together to Improve School Attendance' 2022)

Good attendance allows the school the best opportunity to safeguard children, identify their needs and provide support.

Parents with any concerns about attendance can contact the Family Support Worker for advice and support. The Headteacher has responsibility for the strategic approach and both can be contacted via the school office [admin@emmergreen.reading.sch.uk](mailto:admin@emmergreen.reading.sch.uk)

### **Expectations:**

Children are expected attend school every day unless too unwell to attend or in exceptional circumstances agreed with the school in advance.

Children are expected to arrive at school within the 10 minute arrival time (8.35am-8.45am) and be prepared for the day.

Pupils' emergency contact details must be kept up to date

The school will promote, encourage and support good attendance

The school will regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with attendance and will work to put effective strategies into place

The school will report attendance to parents and work together with parents and children and other professionals to understand barriers and resolve them when attendance is of concern

The school will share information and work collaboratively with other local schools and the Local Authority when absence is becoming persistent or at risk of being severe.

Parents should complete an Unexpected Absence or Planned Absence Form if their child is to be absent. The **Unexpected Absence** form is for unplanned and immediate absences – for example if your child is unwell and will be absent that day. Alternatively parents may call or email the school office. The **Planned Absence** form is to be used for planned medical or other appointments, music or other exams or educational visits and holiday in term time. Links to the forms are here:

[Unexpected Absence Form](#)

[Planned Absence Form](#)

Or by request from the school office ([admin@emmergreen.reading.sch.uk](mailto:admin@emmergreen.reading.sch.uk)).

## Daily Routine

Breakfast Club is available from 7.45am

Doors to the school open between 8.35 and 8.45am, staff are present to greet children and children make their way to their classroom where staff are also present to greet them. Children are expected to be in school within this 10 minute window in order to follow their class's morning routine with their classmates.

Arrivals after 8.45am will need to be signed in by a parent/carers at the school office and a reason for lateness provided. Registers close at 9.15am and arrivals after this time will be marked as a morning absence.

Absences should be reported by parents/carers before 9am using the Unexpected Absence Form or by phone call or email to the office. Any unexplained absences will be followed up **with a text**. If a form is not received by 9.30am, a phone call will be made to each of the contact numbers held by the school office. If a reply is still not received the School Attendance Support Team at Reading Borough Council will be informed.

## Absence

If child is too unwell to come into school (or if child has suffered sickness or diarrhoea within 48 hours), the parent/carers should call, email or complete an Unexpected Absence Form giving reasons/symptoms on each day of absence.

If an appointment (medical or other) cannot be made outside of school time or if there is to be an absence due to exceptional circumstance, parent/carers should complete a Planned Absence Form. Evidence should be detailed on the form and sent by email to the school office (evidence may, for

example, be a screenshot of a text confirmation of an appointment time). Please note that absence for holiday cannot be considered as exceptional circumstances.

### **Attendance Monitoring**

All school staff are aware of the importance of good attendance and punctuality and will promote the ethos of celebrating good or improving attendance and will monitor individuals' attendance levels.

Class teachers will monitor their class's attendance and report attendance concerns to their Phase Leader.

The Leadership Team will look at differences in class or cohort attendance levels and address any reasons for difference.

Regular reports will be run by the school and where appropriate, letters generated to inform parents if their child's attendance is under 90%. If appropriate, parents will be contacted by the Family Support Worker to discuss and work together to improve the child's attendance and explain next steps if intervention is not working.

Improvements on attendance will be celebrated by whichever method suits the individual child.

### **Strategies for improving attendance**

There can be many reasons why a pupil's attendance becomes a concern such as medical, anxiety or emotional needs and special educational needs and disabilities and we aim to work with parents so that we can put the best support in place to improve their attendance levels. Our Family support Worker will make initial contact so that the right support can be given. There are a number of strategies for helping pupil's attendance. This is not an exhaustive list:

- Allowing children to come in 5 minutes earlier or later to avoid the crowds at the front of the school
- Giving children special jobs to do to give them purpose for coming in and settling nerves
- Supporting parents with a morning routine
- Supporting parents with pupil's medical needs
- Signposting parents to external services or making referrals

Class teachers, phase leaders and the senior leadership team will promote good attendance, support and encourage children and parents and will review attendance at regular team meetings. There will be whole school assemblies and a visual display board in a high traffic area.

Strategies for individual children with persistent or severe absence will be tailored to the individual and will involve professional and LA support as necessary to explain consequences and to best protect the child's right to education.

FPN Strategy – Parents should be aware that taking unauthorised leave of absence could lead to a Fixed Penalty Notice and/or prosecution for absence of 15 or more school sessions (see EWS leaflet 'Leave of Absence During Term Time – What you need to know').

### **Good Attendance Ethos**

The benefits of good attendance will be explained, promoted and repeated at assemblies, in newsletters and through displays and notices around the school. Staff welcome children with a smile and greeting as they enter the school or the classroom, they will encourage enthusiasm for school and flag if a child is unhappy.

New starters at the school will receive the Attendance Policy and annually thereafter as the policy is re-adopted or amended. Parents will be informed when the policy has been amended following approval by the Governing Body. (Parents will be consulted when amendments are made and Governors will approve.)

### **Prompt Collection**

Parents are expected to collect their child/ren at 3.15pm (or by 6pm if at Acorns). If another adult is collecting their child, parents should inform the school in good time so that the class teacher/Acorns staff and the child can be informed. If there are exceptional circumstances resulting in a delay to collection then parents must telephone or email the school to ensure that staff are aware and the child/ren can be reassured and looked after until they are collected from the Reception/main entrance.

13 July 2023

## Process At A Glance

**96 - 100% = 0-7.5 days off over the year**

Attendance is good to excellent

Pupil is encouraged and celebrated

**91 - 95.7% = 8-17 days off over the year**

Attendance causing concern

Where appropriate, letter sent informing of concern and advising

**87 - 91% = 17-25 days off over the year**

Attendance causing significant concern

Family Support Worker to contact parents for discussion and support. Plan to be agreed

**85 % = 29+ days off over the year**

Attendance has decreased to an unacceptable level.

Family Support Worker to review plan.

Referral to Family Support Services or further formal action such as a Parenting Contract may be implemented if other intervention has not worked or been followed.

Where all other avenues of support have been exhausted, the law provides the following legal interventions to formalise attendance improvement efforts (decision on which avenue to take is to be made by school and LA based on individual circumstances)

Education supervision order

Attendance prosecution

Parenting order

Fixed penalty notice