



PUPIL ATTENDANCE

HANDBOOK

ATTENDANCE PROCEDURE

Action	Document	When	By Whom	Roles, Responsibilities and Guidance
<p>Information provided about attendance expectations when a child starts at Frome Vale at the beginning of each year, called 'Fit for Schools 95% leaflet' for children</p> <p>As an in year transfer (included in new child pack) Information provided to all parents / careers</p>	<p>Communication 1 Communication 2</p>	<p>September</p> <p>On going Annually September</p>	<p>Attendance admin officer</p> <p>Admin team</p>	<p>Letter of importance including term dates and INSET days.</p> <p>Whole school letter:</p> <ul style="list-style-type: none"> • importance of attendance and punctuality to all parents/carers. Should include that routine medical and dental appointments will not be authorised; treatments or consultations can only be authorised when on an emergency basis. • Include a pictorial representation – attendance ladder • Links to educations/progress • BCC Penalty Notice information
<p>Principal and DSL begin reviewing broken weeks</p>	<p>CLF tacker and Bromcom reports</p>	<p>Week 3 of new year then weekly</p>	<p>Principal and DSL</p>	<p>Phone calls and meeting to follow up on broken weeks and the impact</p>
<p>Class visit the attendance board and discuss the importance of attendance</p>	<p>FVA Citizen books</p>	<p>Beginning of every term</p>	<p>Teacher and class</p>	<p>Teacher to evidence in Frome Vale Citizen book</p>
<p>Speak to parents about attendance during parents evening</p>		<p>October February</p>	<p>Class teacher</p>	<p>Reinforce the school expectation.</p> <p>Link to research that poor attendance is linked to poor attainment.</p>

AM and PM Registration, this is a <u>legal requirement</u> of a teacher.	Register expectation	Twice a Day	Teaching staff	Take register within first 5 mins of lesson If Bromcom is not working send for paper register within first 5 mins
Monitoring and resolving incomplete / missing registers		Twice a day	Office staff to inform Attendance admin officer	Ensure that daily AM and PM registers are checked and that incomplete / missing registers are chased in person. Conversation with staff and line managers when needed. Raise concern with APP/VP/P should a member of staff regularly miss their register.
First day calling For all pupils who have been marked absent on AM register		Daily	Attendance admin officer	Priority phone calls to key children identified. Phone call home to pupil's parent/carer/ and additional contacts to obtain reason for absence or to make parents/carers aware of absence. If not response from parent/carer by 10am home visit arranged either by EWO/ DSL/ VP/P. Children deemed vulnerable will be prioritised. Registers to be updated when response received from parent. A call back will be carried out if parent has called in regarding sickness to determine if child could come in later.
No response on home visit on day 1		Daily as necessary	DSL	<ul style="list-style-type: none"> - CYPs/ FIF informed (if relevant) - Record on CPOMs - 'intelligence' gathering re family- ie teachers/ other families
No response on home visit on day 2		Daily as necessary		<ul style="list-style-type: none"> - Contact EWO - Set in motion 'missing in education' procedure
Positive response		Daily as necessary		<ul style="list-style-type: none"> - Encourage parent to get child to school if deemed child is well enough/ and unsatisfactory reason given - Record on CPOMs - Monitor the following day - Set meeting with parent if deemed necessary
Monitoring and reporting on attendance		Daily	Attendance admin officer / Principal	<ul style="list-style-type: none"> - CLF daily update

Monitoring and reporting on attendance		Weekly	VP / Family Liaison worker / DSLO	<p>Under 97% attendance report reviewed weekly using CLF tracker</p> <p>Work with teachers, family liaison work, DSLO and Admin to address persistent absences and those of high concern.</p> <p>Review CPOMs to ensure absence information has been recorded, including conversations, texts, letters and home visits.</p> <p>Ensure all parents can access communications</p> <p>Talk to parents around miss learning and show work in comparison to others</p>
Reward Students for attendance		Weekly	Whole school	<p>At end of each week, reward the class with the best attendance</p> <p>Class spinner to randomly choose children for a prize who have been 100% in the week.</p>
Reward individual students for attendance		Termly	Whole school	<p>Assembly reward pupils with 100% attendance certificates, and at the end of the year are given medal/ trophy</p>
< 97% letter home	Communication 3	Termly	Attendance admin officer	<p>Attendance admin officer to send letter to those pupils with less than 97% attendance based on tracker.</p> <p>This letter is a helpful reminder that their child's attendance could be improved.</p>
EWO & DSL meeting (historical PA)	Communication 4	From term 1		<p>Historic low attendance (PA) and no sign of improvement</p> <p>Broken weeks</p>
EWO & DSL meeting (under 97%)	Communication 4	From term 2	Attendance admin officer	<p>Broken week report</p> <p>Below 97%</p> <p>Continuing fall in attendance over two terms</p> <p>Discuss the learning that has been missed and how this has impacted on their progress/peer relationships/achieving greater depth</p>

< 97% Class teacher informed		Weekly	Attendance admin officer	Notification on CPOMs to teachers with letter and outcomes
Non-attendance at EWO meeting		Termly	EWO	EWO calls the families and keeps calling until contact is made EWO may visit if further exploration is required -
Follow up/ monitoring		weekly/Termly	Attendance admin officer/family support worker/P	If improvement happens, we will monitor still If no improvement further meeting with EWO and the following consider: medical needs Legal action - PN notice School support
Continued improvement	Communication 4	As necessary	Termly	Letter goes home to acknowledge improvement in attendance and importance of continuing to work with the school.
Continued unauthorised absence/ holiday				Penalty notice issued
Absence Request (inc Holiday)	Communication 6			Form handed out with clear explanation on reverse Only educational visit or exceptional circumstances are authorised—DSL/P will refuse absence if it doesn't fit into one of these categories. Only the Principal can authorise an absence request. If authorised then teacher is informed / work collected; form on file and Bromcom register updated. Unauthorised then Principal puts form on file; Parent to be contact by letter and advised if student taken out of school anyway, will lead to Fixed Penalty Notice. Recorded on CPOMS Authorised and unauthorised absence requests

				to be confirmed Parent / carer may appeal to Principal -
Term 6	Communication 7	Term 6	Attendance lead	EWO to meet with reception parents whose attendance had been low through their first year with us. This was done with a view to letting them know clearly the expectation once their child was in year 1.

Pupil Name:

Year:

Class:

Attendance letter communication 4 sent to parents on:

Current Attendance to date:

Meeting Attendees:		Date	
Date attendance plan provide:		Challenges of plan:	
Updated plan			
Reason	Plan	Parent actions	Academy actions
Review Date & Time			

As parent/carer of I understand that the failure to meet these targets may result in further action being taken, which could include legal proceedings against me.

Parent / carer signature:	
DSL signature:	

Attendance Contract Follow-up

Thank you for attending the meeting on [day and date]. During the meeting we discussed ways we could work together to help [pupil name] to attend every day.

I have included a copy of the plan we created during the meeting. If you have any questions or require any further support, please contact me on [telephone number].

I look forward to seeing [pupil name] every day. As agreed we will meet again on [day, date and time]. To review progress.

Yours sincerely

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Signature of parent / guardian:..... Date:

Attendance Codes: Descriptions and Meanings

Code	Who	Description	Meaning	Guidance
/	All	Present for AM Registration	Present	
\	All	Present for PM Registration	Present	
B	Admin	Off site education activity (Not dual registered)	Present	Used for students who are involved in a special projects, are at CLF Nest, attending another educational establishment. This mark is given by the Admin Officer once it is confirmed they are attending at the other establishment.
C	Admin	Authorised absence other than medical / illness	Absent	Exceptional circumstances absence agreed by the Principal. <i>This is counted as an authorised absence.</i>
D	Admin	Dual Registration— at another educational establishment	Attendance not required	Pupil is not expected to attend as they are attending a different school where they will be registered.
E	Admin	Excluded	Absent	Pupil has been excluded for a fixed period of time or permanently. <i>This is counted as an authorised absence.</i>
G	Admin	Family Holiday—not agreed or days in excess of agreement	Absent	The academy does not authorise family holidays, all pupils who are absent and we believe it is for a holiday will be given this mark by Admin. <i>This is counted as an unauthorised absence.</i>

H	Admin	Family Holiday— Agreed	Absent	Under very exceptional circumstance the Principal may agree a family holiday in term time. <i>This is counted as an authorised absence.</i>
I	Admin	Illness (Not medical apt)	Absent	Will only be used if the parent has confirmed that the pupil is ill via a phone call. Teacher should have a follow up conversation on their return. <i>This is counted as an authorised absence.</i>
L	Cath Archer	Late arriving	Present	To be used for pupils who arrive after 9am. This will be input by Admin after [enter appropriate time for your academy].
M	Admin	Medical Appointment	Absent	Used for pupils who have attended a medical or dental appointment. Admin team should follow this up requesting a note from home or a copy of the appointment card / letter. Only emergency appointments or appointment with specialists should be made during school time. <i>This is counted as an authorised absence</i>
N	All	Student is not in the class	Absent	This mark is made by the teacher when taking the register if they are not in the classroom. This will be updated once contact has been made with the parent by Admin or teacher. All Ns should have been accounted for before the end of the week. <i>This is counted as an unauthorised absence</i>
O	All	Unauthorised Absence	Absent	Pupil is absence from school for any purpose other than those listed here. <i>This is counted as an unauthorised absence</i>
P	Admin	Participating in a supervised sporting activity	Present	Pupil is representing the academy in a sporting activity or are taking part in a coaching session. Activity must be being supervised by some authorised by the academy.
R	Admin	Religious observance	Absent	Pupil is absent to observe a religious event that is set apart for religious observance by the religious body to which the parents belong. <i>This is counted as an authorised absence.</i>

T	Admin	Traveller Absence	Absent	Used when a pupil from a Traveller family is absent whilst family is travelling for occupational purposes. <i>This is counted as an authorised absence.</i>
U	Admin	Late after registration closed 9.30 (AM/PM registers only)	Absent	Pupil arrived after the AM or PM register closed. <i>This is counted as an unauthorised absence.</i>
V	Admin	Educational visit or Trip	Present	Pupil is on a school organised trip or attending an educational activity from an approved organisation authorised by the Principal.
X	Admin	Non-compulsory school age	Attendance not required	Used to record the absence of a pupil who is not of compulsory school age (i.e. under 5 or over 18). <i>Only applicable to Primary and Post 16.</i>
Y	Admin	Enforced Closure	Attendance not required	Used to record attendance when academy has been forced to close or practically close due to unavoidable circumstances (i.e. adverse weather, building being unsafe). Also used if the pupil can't attend due to unavoidable circumstances.