Evolution Academy Trust

Progress through Partnership

Costessey Primary School Attendance Procedures (Appendix A)

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Costessey Primary School

Attendance Procedures

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The following pages contain the procedures we follow, in light of our attendance policy. These are specific to each school across Evolution Academy Trust.

1. ROLES AND RESPONSIBILITIES

Role	Name(s)	Contact details
Senior Attendance Champion (Responsible for the strategic approach to attendance & contact for individual support with attendance)	Miss Zara Lambert	misslambert@costesseyprimary.org.uk
School Office Team (Day to day contact regarding attendance)	Miss Sharon Page	office@costesseyprimary.org.uk
Headteacher	Miss Zara Lambert	misslambert@costesseyprimary.org.uk
Chair of Governors	Mrs Dawn Carman-Jones	d.carman-jones@evolutionacademytrust.org.uk
EAT Head of Safeguarding and Attendance	Angie Chusonis	a.chusonis@evolutionacademytrust.org.uk 01603 981213

2. PROCEDURES

2.1. Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or

- Unable to attend due to exceptional circumstances.

2.2 Expected absence procedure for parents:
A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

We will inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements. We will also inform a pupil's social worker and/or youth offending team worker if their name is to be deleted from the school register.

If a child is absent from school the parent must follow these procedures:

- Call the school phone on 01603 742203 or email the school office (office@costesseyprimaryschool.org.uk) on the first day of absence before 8:50am to let us know that your child is absent and the specific reason for this. Please be aware that, if you leave a voicemail/email to report your child's absence, you may receive a call from the school so that we may discuss this before making a decision as to whether the absence is to be recorded as authorised. Contact the school on every further day of absence, again before 8:50am.
- Ensure that your child returns to school as soon as possible and you provide medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons.

If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:20am and where no reason for absence is known. We will telephone you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us.
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers.
- A home visit may be made regardless of whether contact has been established as part of our safeguarding procedures.

We will also inform a pupil's social worker if there are absences from school in line with statutory requirements. We will also inform a pupil's social worker worker if their name is to be deleted from the school register.

2.3 Late Arrival at School

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

All pupils are expected to arrive on time for every day of the school year. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with a member of school staff. If you are having difficulties getting your child to school on time, then please speak to a member of school staff. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good punctuality. Children can come into school via their classroom doors from 8:25am for Key Stage 2, 8:35am for Reception and Key Stage 1 and 8:45am for Nursery. The school register will be taken at 8.50am and will remain open for 30 minutes. All pupils arriving after 8.50am are required to report to the main office with their parent, who will be expected to provide a reason for their absence which will be recorded on their attendance record.

If their arrival is before 9:20am it will be recorded as late using the L code (Late before the close of register). The school register will officially close at 9:20am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session using the U code (Late after the close of register).

The afternoon register will take place at 1:10pm. It will officially close at 1.40pm. Please note that L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session. The school day finishes at 2:45pm for Nursery, 3:00pm for key stage 2, 3:10pm for Reception and Key Stage 1 and pupils are expected to remain in school until this time unless agreed with Headteacher.

2.4. Promoting Regular Attendance

To promote school attendance, we will:

- Celebrate the class with the highest attendance that week in assembly by awarding them with an attendance confetti cannon and a certificate to be displayed in their classroom.
- Celebrate the class with the most improved attendance that week in assembly and awarding them with an attendance award and a certificate to be displayed in their classroom.
- Publish class attendance and key information regarding attendance in the weekly newsletter
- Reward individuals with termly attendance certificates.

2.5 Support Systems

We recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

Strategies we may use to support children's attendance when there is an emerging concern include:

- An initial discussion with the class teacher to discuss attendance and how we can support;
- Writing to you if your child's attendance is causing a concern and/or where punctuality is a concern;
- Conduct regular pupil voice with your child to understand the child's lived experience;
- Arranging a meeting so that you may discuss the situation with phase leaders or pastoral team;
- Creating a personalised Attendance Support Plan to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;
- Offering signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment with you;
- Referring the matter to an external agency for multi-agency support, or consulting with Children's Services or the police, where there are safeguarding concerns.
- Referring to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate).
- Referring the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

We will investigate and offer support to any pupils who are at risk of becoming persistently absent (PA) and we will not wait until attendance is below 90%.

2.6 Part-time timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education, and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

We will notify the Safeguarding and Attendance Lead of all part-time timetables as soon as a plan has been agreed; and inform the Local Authority Attendance Team in line with the Norfolk or Suffolk guidance

2.7 School signing out procedure

If you need to take your child out of school during the day, your will be required to sign them out following the procedure outlines below:

- Notify the school office in advance if your child has an unavoidable appointment during the school day. In the event of an emergency, phone the school to inform them that you need to collect your child before the end of the school day and the reason for this.
- Collect your child from the school office where you will be signed out by a member of office staff.

2.8 Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form can be obtained via the school office and should be submitted in advance of the leave of absence, via the school office. You may be contacted to discuss this request and you will receive a written response to advise if the request has been granted or declined.

2.9 Reporting to parents/carers

The school will inform parents/carers about their child's attendance and absence levels termly via letter and twice annually at Parent Teacher Meetings. In addition to this, parents can check their child's attendance using Arbor.