



Gretton Primary Academy Attendance and Punctuality Strategy 2022-23

Excellent attendance and punctuality are vital components to educational achievement. Only then can children fully benefit from the academic, personal and social opportunities which are offered to them.

At Gretton we recognise that attending school daily and on time has a positive impact on learning, progress and therefore the best life chances for our children's successes. We must therefore ensure that attendance and punctuality are the highest they possibly can be in order to prepare our children for their future adult life.

Here at Gretton Primary, and in line with the Brooke Weston Trust expectations, we strive for every child to achieve 97% attendance or above.

It is the responsibility of everyone in our school community - parents, staff, governors and children to ensure that they achieve this. Therefore, we constantly monitor and review the attendance of all of our children.

We promote and encourage excellent attendance by working collaboratively with parents and carers and acting early to address patterns of absence. We will invite parents and carers to an attendance meeting should we be concerned about a child's attendance. We can offer support and guidance and if required, support through an Early Help Assessment.

There is clear evidence that any absence from school can and will have an impact on a child's attainment and social development.

Promoting Attendance and Punctuality

Display Board: A display board located in our main reception area promotes the importance of excellent attendance and punctuality to all of the school community.

Whole-school letters: Regular whole-school letters and leaflets are sent out to parents and families during the academic year, reiterating the importance of excellent attendance and punctuality as well as addressing any themes of concern or celebrations.

Celebrating Attendance

Termly Award for 97%+ Attendance: Children who have achieved 97% attendance or above will receive a small token prize at the end of each full term. This will be calculated accumulatively, taking their attendance from the beginning of the school year.

Attendance Procedures

Brooke Weston Trust Primary Schools have worked together to devise a set of attendance procedures which are adhered to if a child presents with attendance and/or punctuality concerns. This document is available to access within the 'Attendance' section of the Gretton Primary School website.

Reporting an absence: It is a parent's responsibility to notify school at the earliest possible convenience via the school office (01536 770366) if their child is going to be absent from school. Absences must be reported to school on a daily basis. Should a child be attending a medical appointment, medical evidence is required in order to authorise the absence. Please see the Brooke Weston Trust Attendance Strategy for further information with regards to suitable medical evidence.

Attendance concerns: Children's attendance is monitored closely and regularly, with monthly data produced to outline any trends within particular pupil groups thus highlighting areas for development. Should a child's attendance fall below 95%, attendance procedures will be followed,

starting with an attendance concern letter being sent to the child's parent(s).

Attendance meetings: Should a child's attendance continue to be a cause for concern, parents will be invited to attend an attendance meeting to identify whether any support can be offered and identified needs will be taken forward by the Attendance Officer. An in-school monitoring plan will be set out with the expectation of an immediate improvement, with the child achieving 95% or above during the monitoring period.

Persistent absence: If a child's attendance remains below the expected level despite the implementation of a monitoring plan and any relevant interventions offered, a referral could be made to the Education Inclusion Partnership Team where legal action may be taken.

Attendance correspondence

First-day response: A phone call will be made to the primary contact of any child who is absent from school without a reason. Any children with welfare concerns (LAC, CP) will be identified first and contact made in the first instance.

Home-visits: Home visits are completed by all Brooke Weston Trust schools as a standard procedure when children are absent from school. Should we have any safeguarding concerns for a particular child, home visits will be completed to these families in the first instance. Home visits allow school staff to see the child and discuss the absence with parents and carers, as well as being able to offer support if required.

Home-visits will be carried out by the following staff members:

Paula Crawford
Julia Dickinson
Sarah Block

Reporting Attendance

Data Point Information: At each Data Point, all class teachers will be given a report detailing each child's attendance. This information will then be shared on the child's termly report.

100%		Outstanding
97% +		Excellent
95% +		Requires Improvement
Below 95%		Inadequate

Leave During Term Time

Should parents or carers be taking their child out of school during term time, they are required to complete a leave during term time form prior to the absence commencing, notifying of the duration of leave and reason for absence. Forms can be collected from the school office.

Brooke Weston Trust Academies and the Local Authority are continuing to work together to reduce the amount of leave taken in term time by issuing Penalty Notices under Section 444(1) of the Education Act 1996 (amended regulations 2013). Parents should be aware that a Penalty Notice can be issued for five days (ten sessions) of absence in line with the NNC Code of Conduct. *Please see Code of Conduct document included within the Gretton Primary website (Attendance Section)*

Absences can include 'late after the register closes' and can be calculated as five consecutive days or cumulative total of five days/ten sessions over a six school-week period.

Such absences can result in a Fixed Penalty Notice of up to £120 or court action resulting in a criminal record and a fine up to £1000.

There is clear evidence that any absence can and will have an impact on attainment. With this in mind, periods of leave taken during term time will **not** be authorised.

Punctuality Procedures

8:40am – Doors open to all children.

8:50am – Start of the school day. All arrivals after 8:50am are classed as late.

8.55am – Submission of Class Registers: All registers should be completed on Pupil Asset and submitted immediately. Should any staff members be unable to access Pupil Asset, a message should be sent to the school office, with who is absent from the class.

The register will then be completed electronically by a member of the Admin Team.

8.50am-9.20am Late Desk: Children who arrive at school after the designated arrival time must enter through Main Reception to be signed in.

9:20am – Closure of Late Desk and Registration: If children arrive after 9:20am, the Admin Team will mark down the time of arrival. Any child arriving after this time will be marked as a 'U' code on the register – this is an unauthorised absence mark due to arriving at school after the close of registration and will affect a child's attendance percentage.

Home time punctuality: Children should be collected promptly at **3.20pm**.

If a child is not collected by 3.30pm, the child is to be taken to the main reception by their class teacher. The Admin Team will then call home. If there is a response, they will inform the parent/carer that their child can be collected from the main reception area. If there is no response, the admin team will try and make contact of other emergency contacts.

Punctuality procedures Reporting a late arrival: If a child is going to be arriving at school late due to an appointment/unforeseen circumstances, we kindly ask that parent's notify school at their earliest convenience by calling 01536 770366. Should a child have attended a medical appointment, we ask that medical evidence is provided. Please see the Brooke Weston Trust Attendance Strategy for further information with regards to suitable medical evidence.

Punctuality concerns: Children's punctuality is monitored closely and regularly. Should a child's punctuality become a cause for concern, school procedures towards punctuality will be followed, beginning with a punctuality concern letter being sent to the child's parents.

Punctuality meetings: Should a child's punctuality continue to be a cause for concern, parents will be invited to attend a meeting to identify whether any support can be offered and identified needs will be taken forward by the Admin Team. An in-school monitoring plan will be set out with the expectation of an immediate improvement and no further late marks.

Persistently late: If a child's punctuality remains below the expected level despite the implementation of a monitoring plan and any relevant interventions offered, a referral could be made to the Education Inclusion Partnership Team where legal action may be taken.