Appendix 1 Primary Academy Attendance Policy - Booth Wood Academy

Academy Name: Booth Wood Academy

Senior Attendance Champion: *Mrs Heather Sharpe (Headteacher and DSL)*

Safeguarding and Attendance Link Governor: *Bev Bambrough*

The Timings of the School Day:

MORNING SESSIONS: School opens at 8:30am for years 1-6 and 8:40am for EYFS children. Registers will be taken at 8:45am. Children arriving after 8:45am will be marked as late and will need to go through the main office entrance and the accompanying parent/career must sign the child in. The registers will close at 9:15am. Children **arriving after 9:15am will be marked as absent.**

AFTERNOON SESSIONS: School starts at 1pm for all years for all year groups. Registers will be taken at 1:05pm. The registers will close at 1:35pm. Children arriving after 1:35pm will be marked as absent.

School closes at 3:15pm for years 1-6 and 3:10pm for EYFS children.

SCHOOL GATES: The school gates open at 8:15am and close at 8:50am in the morning. The school gates open at 3pm and close at 3:30pm in the afternoon.

We offer a breakfast club from 7:45am to support parents/carers in ensuring their child arrives at school on time each day, for a small charge. After school care is also available to further support parents/carers.

How to report your child as being absent from school and what will happen next:

All absences should be reported by parents/carers to the school office before 8.45am on the first day of absence, further calls should be made to the school office each morning the child is absent from school. Parents can report the absence by calling the school office on 01509 267 876. Please pick option one on the phone menu to report a child's absence.

Class teachers are responsible for ensuring their class register is completed by 8.50am prompt, using Bromcom, any child arriving after 8.45am will be marked late at the school office. After 9:15am all registers will be closed and children arriving after this time will be marked as absent on the register.

Phone calls will be made to parents of any child not in attendance if there has been no notification. Absences will remain unauthorised if we do not receive a valid reason for the absence or if no contact has been made with the parent. Parents will be asked to provide evidence when children are absence for medical appointments. Home visits may commence by the Attendance Lead and additional member of staff for any child if the family has not been contactable by phone to ensure their safety and wellbeing.

How to request a leave of absence for your child:

If you would like to request a leave of absence during term-time, please complete the form located in the school office, which will be responded to in a timely manner via email. We actively discourage any term-time leave and ask that you only book holidays within the school holiday time (please refer to the leave of absence request form). Head Teachers may only grant leave in exceptional circumstances, considering each application individually based on the facts and circumstances.

How we keep parents informed about their child's attendance:

Whole school and class attendance is shared via our newsletters. Parents are given their child's attendance report termly at parents evening and at the end of the academic year. Where a pupil's attendance or punctuality falls below our expectation of 97%, a phone call may be made by the Attendance Lead to discuss these concerns and support offered by the Pastoral Team. Letters may also be
sent via email if a child's attendance has not improved during the next monitoring period. Should absences continue, parents will be invited in for a meeting with the Attendance Lead, to discuss any barriers that may be preventing attendance and to ensure that parents understand the help and support that is available. A referral may also be made to the Local Authority for irregular attendance/term time leave of absence.

How we encourage and promote good attendance and punctuality:

Classes with the highest attendance are awarded with an attendance certificate during the whole school celebration assembly, they will also receive an extra playtime on Friday afternoon. Children with 100% attendance for the whole year win an Amazon gift voucher and a chance to enter a prize draw to win a further £50 voucher. The school celebrates children's termly attendance and also improvements.

What we are prioritising in our current academy attendance strategy:

- Punctuality – the school wishes to ensure all children arrive on time to school and are not disadvantaged by missing vital education at the start of the school day.
- Improving attendance figures to ensure the school reaches 97%+ attendance for the current academic year.
- Reducing persistent absences for all pupil groups.

Working with our local authority:

The new DfE working together to improve school attendance guidance applies from 19th August 2024. Leicestershire County Council have set out changes for issuing penalty notices below:
"If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. This could include, a Penalty Notice payable up to £160 fine without further reference to you for a penalty notice this warning is valid for 12 months.

Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.
Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment."

For further information and support with concerns around your child's attendance please visit: https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-attendance

How we will support your child if they are absent from school due to mental or physical ill health and/or special educational needs and disabilities:

We have the same high expectations for the good attendance of pupils with SEND and those with physical or mental health conditions but understand that some of these pupils may face greater barriers to attendance than their peers. We may put additional support in place where necessary to help these pupils access their full-time education. This may include making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed. We may also work with external partners including the local authority or health services, making referrals in a timely manner and working together with those services to deliver any subsequent support. The Mrs Morley (Mental Health and Well-being lead) can offer support to children and their families through absence linked to mental or physical ill health.

Where appropriate remote education is used to support a pupil's return as part of a clear reintegration plan and is not a routine alternative to attending. Where a S19 request is made the SENDCO coordinates with the local authority inclusion team that have a specific set of criteria that the child must meet before this is considered. Please see the link below for further details. https://www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/pupils-missing-out-on-education-and-children-missing-from-education

Please, in these circumstances, contact the school office who will ensure that a member of staff contacts you to make appropriate arrangements regarding support. During this time, we will continue to follow our safeguarding procedures, staff will be in regular contact with families and may conduct home visits to ensure the children's safety and wellbeing.