

## **Attendance Policy Contextual Appendix Primary**

*(Text in italics are notes for completion and should be deleted in final version)*

### **Academy Name:**

**Senior Attendance Champion:** *Christina Morley*

### **Attendance Link Governor:**

**The Timings of the School Day:** *Include main timings of the am and pm sessions and specifically say when your registers close which should be no more than 30 mins after the start of am and pm sessions and the same time after the start of the session for both. Specifically state that any pupil arriving after the registers are closed will be marked as absent. It is also helpful to make note of any clubs, such as breakfast clubs and after school clubs which might support good attendance.*

**How to report your child as being absent from school and what will happen next:** *Explain how a parent should report their child absent including contact details and what information the parent needs to share with you. Explain useful procedures for following up an absence whether or not it has been reported. Avoid talking about 'vulnerable pupils' but make sure it is clear that you may insist on ensuring that a child is safe and well and the lengths you will go to to do this.*

**How to request a leave of absence for your child:** *This covers a group of potential reasons and taking part in a licensed performance, attending an interview, study leave or a parental request for a part-time timetable would normally be approved. However, term-time holidays would rarely be approved (one exception is where a parent is a member of the armed forces when they have no control over holiday times). Explain how they can access a form, who they should return it to and how quickly they will receive a decision and in what form.*

**How we keep parents informed about their child's attendance:** *Explain the different ways that you will keep parents updated about matters related to attendance (eg newsletters, MCAS, reports, letters). Explain how often and when you will provide parents with specific information on their child's attendance. Ideally this is likely to be termly for all children and may be more often for those with attendance issues.*

**How we encourage and promote good attendance and punctuality:** *Describe here the things that you do to promote good attendance such as competitions, assemblies, 100% attendance certificates, house attendance competitions, weekly prize draws etc. You might wish to add something about having a culture of good attendance and so put attendance on each classroom door and have an attendance display in school.*

**What we are prioritising in our current academy attendance strategy:** *Write a brief paragraph outlining your contextual attendance priorities, based on analysis of your attendance data and what you are doing to meet these challenges. For primary academies this will come directly from your annual attendance strategy document.*

**For our academy we are particularly mindful of the following:** *If appropriate (if not delete this heading) add any comments about considerations and mitigations with respect to the academy contextual safeguarding appendix and the risks to pupils' good attendance evidence there.*

**Working with our local authority:** *Firstly state who your local authority is. Then add in here anything that is specific to how your local authority will work. (For example West Northampton insist that their school attendance policies specifically include the expected attendance over a rolling six-week period.). Add a link to any useful attendance information pages on the LA website and specifically refer to their code of conduct on issuing fixed penalty notices and provide a link to this.*

**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:** *Mention specifically any staff, roles or specific support (such as the ATTEND framework for primary) that is available in your school (much support will be common to all schools so this section is more about how it works in your context). Talk about how you will*

*work with your LA to arrange appropriate education for pupils who are unable to attend for an extended period of time (usually 15 days which may be in one block (such as for surgery and recovery) or smaller blocks of time regularly (such as for a severe asthmatic) and who is the designated person who will liaise with the LA on their S19 duty.*