

Rationale

This protocol details the daily routine for promoting good attendance. It should be read in conjunction with the Tang Hall Primary School Attendance Policy.

The Government have raised the target attendance rate to 97% for all pupils. We therefore have a legal duty to support families to reach this target. This document sets out how the school promotes good attendance.

Our Attendance Team is Mrs Slack and Miss Murray. This team are responsible for contacting families, monitoring attendance and analysing attendance data.

1. Day to Day Monitoring of Absence

- Registration closes at 9:15am & 1:00pm daily.
- Parents & Carers must report absent children to the school office by 9am. (Please call and speak to office staff or leave a message on the answering machine)
- The Admin Team will record late arrivals on the class register.
- Absent pupils will be marked as authorised / unauthorised.
- Unexplained absences will be noted and passed to the Attendance Team.
- When we have not seen a child for 3 days or more (including weekends) a home visit will be made by a member of the attendance team.

3. Leave of Absence During Term Time

- The attendance team will ensure that parents are aware of their legal responsibility to comply with attendance regulations.
- Leave of Absence forms must be completed for all term-time absences –**acceptable** reasons for absence are detailed on the back of the form.
- Taking a holiday could contribute to an overall low attendance rate. Each parent may also be issued with a fixed penalty notice of £60 for each child by the Local Authority. **Eg; a mother and father with 2 children could each be issued with a notice for each child, totalling £240**

2. Punctuality

- Registration closes at 9:15am & 1:00pm daily.
- Children will be marked as late if they arrive after the registers have closed.
- Regular patterns of poor punctuality will be monitored by the Attendance Team and you will be contacted to discuss the support required to improve punctuality.
- If punctuality remains poor, you will be invited to attend a School Attendance Panel.

4. Medical and Serious Illness

- The school will do all they can to support families with serious medical illness.
- Should your child need to leave school to attend a medical appointment, you will be asked to **provide proof of the appointment**. Failure to do this will result in an unauthorised absence.
- You may censor a medical appointment letter –we only need the name, date & time. You may also collect retrospective evidence in the form of a GP slip if you have made an appointment over the phone.

If your child is unwell, help and advice is available from the following NHS website (Should my child go to school today?)

<https://what0-18.nhs.uk/parentscarers/child-unwell-ok-go-nurseryschool>

- Parents & Carers are expected to contact school on a daily basis when a child is unwell.

5. Persistent Absence

- Persistent absence has a dramatic negative impact on progress. The school will follow the LA model of the 'Fast Track' cycle to quickly rectify persistent absence. Families may receive a home visit to establish the cause of the absences and to offer support.
- Failure to engage will result in a School Attendance Panel being called.