



Attendance Policy

Date updated – July 2024

Lead – Dawn Best

Prepared by – Kara Bradley
and Abigail Moore

Review Date – July 2026 (in
line with gov updates) or
sooner if legislation changes

We believe that children get the most out of learning if they are attending school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of all pupils.

School starts at 9.00am and finishes at 2.30pm Monday to Thursday and 1pm on a Friday.

The morning register will open at 9.00am and close at 9.30am

Children arriving after this time will receive a 'late' mark and a reason will be sought why your child is late.

At Best Futures we attend regularly, we attend on time, and we attend prepared for the day.

Our Aims

- To create a culture in which good attendance is accepted as the norm
- To demonstrate that good attendance and punctuality is valued by the school
- To maintain and develop effective communication regarding attendance between home and School
- To have in place procedures to support families struggling with attendance issues.

In order to keep our children safe, healthy and successful, where children can learn, develop and reach their maximum potential.

Parents/Carers must:

- Ensure that their children are punctual and know the importance of good attendance.
- Ensure their child attends school and is only absent for the reason of genuine illness. Parents are expected to inform the school of the nature and severity of the illness. Parents are encouraged to send pupils in when they are able to as staff are able to administer medicine in school if prescribed by GP.
- Where there is an infectious condition, the school attendance champion and Health and Safety Manager can advise parents of the appropriate time to be taken for the absence before returning the child to school.
- For illnesses that persist for longer than the expected time, parents will be asked to provide a doctor's note.
- Inform the school on the first day of absence and keep the school updated of their return.
- Inform the school of any changes to their contact details.
- Where relevant collect their children on time

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not

authorised by the school creates an offence in law. Parents are reminded of their commitment to our school Attendance Policy.

To report attendance matters please call the Attendance Champions - Kara Bradley and Abigail Moore on 01472 278978. The Attendance Champions are also Designated Safeguarding Leads and Caseworkers in our school.

Children Missing from Education.

- Best Futures follow North East Lincolnshire Council's guidance and policy for children missing in education. This guidance and policy can be found at [Children missing from education | NELC \(nelincs.gov.uk\)](https://nelincs.gov.uk/missing-from-education/)
- If a child fails to attend school and no contact is made from the parent / carer the school will;
- Initiate first day response calls - a designated member of staff will operate a first day response procedure which involves.
- Contacting parents if they have not reported their child's absence by 10.30 a.m.
- Sending a letter home or conduct a home visit (decision made by the Executive Principal) if no contact is made.
- If contact is still not made and it is deemed that the child may be at risk, then all relevant agencies will be informed of the pupils absence.
- Continuing to contact the parents/carers throughout the day until contact is made.
- Reporting back any concerns to the Executive Principal immediately.
- If a child is missing from education for longer than 10 days, the school will contact Missing Person Office at North East Lincolnshire Council, Manager of Children Missing in Education department Telephone 01472 326291 (option 4)

Pupils must:

- Arrive at school on time.
- Understand the importance of attending regularly and how this can affect overall learning.
- Speak to a trusted adult if they feel they do not want to attend school for any reason.
- Understand that parents/carers and school have a responsibility to ensure that children attend.
- If you have difficulties with your child refusing to attend school, please contact the Attendance Champions Kara Bradley or Abigail Moore on 01472 278978.

As a school:

The foundation for good attendance is a strong partnership between the school, parents and the child. Our school is committed to promoting and celebrating good and improving attendance. To help us all to focus on this we will:

- Provide information on all matters related to attendance on our website and through our regular school newsletter.

- Report to parents and carers on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- Reward and celebrate children with excellent attendance through certificates and other incentives.
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- Visually celebrate good attenders using display boards in a prominent position within the school.
- Reward good or improving attendance through class competitions and termly prizes

Role of the CIC Board:

- Work collaboratively to support the Executive Principal in their responsibilities to ensure all school personnel are aware and comply with this policy.
- Ensure that the attendance policy is carried out. We do this by submitting attendance performance reports to regular CIC board meetings for all board members to view, discuss and have the opportunity to ask any questions.
- Ask questions about trends and what is being done to prevent persistent poor attenders
- Be responsible for the effective implementation, monitoring and evaluation of this policy. We do this through the Policy Committee subgroup working closely with the Attendance Champion and the Executive Principal to review and update this policy.

Role of the Executive Principal/Senior Leadership Team:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy
- Undertake the daily monitoring of school attendance via the First Response procedure
- Set attendance targets for the year
- Monitor termly progress towards these targets
- Liaise with the Attendance Champions when concerns are raised.
- Monitor trends by using data effectively to help strategic planning

Role of all School Personnel

- Comply with and implement this policy
- Set an example of punctuality and good attendance.
- Inform the attendance champion of any concerns about attendance.
- Emphasise the importance of punctuality and good attendance.

In addition to the above, relevant personnel will also:

- Discuss individual pupil attendance at parent-teacher consultations

Attendance champion will:

- Ensure that registers are taken at the appropriate times and are accurate and up to date.
- Monitor class and individual attendance patterns.
- Record reasons for Absence.

- Liaise with the DSL and the Executive Principal if any concerns arising from attendance
- Target intervention and support to those children that have been highlighted as poor attenders
- Prepare attendance reports for the Executive Principal and CIC Board including the attendance figures and progress to targets
- Attend training and receive updates on the on the use and understanding of attendance codes and authorised and unauthorised attendance
- In our small school the Attendance champion is also the Education Welfare Officer.

Data and monitoring - dealing with Trends in Attendance

We will track the attendance of all children at Best Futures School

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Executive Principal and Attendance Champion to discuss their child's repeated absence.
- Support will be given if there are underlying reasons for the absence and seek resolutions, working with the team around the child including social workers, counselling services, CAHMS, and other agencies as and when appropriate.
- If not, then the situation will be monitored for improvement.
- If there is no improvement, then the Education Welfare Officer will take the appropriate action including fixed penalty notices and court action as appropriate.

Managing Absence

The Police must be informed immediately if a pupil leaves school without prior permission. School safeguarding team to be made aware.

Holidays during term time – Request for leave should be presented to the Executive Principal and will only be granted in exceptional circumstances. If parents, choose to take their child on holiday without permission. This will be unauthorised, and parent/carers may be subject to a fine.

Medical, Dental or Hospital Appointments – we encourage these appointments to take place out of school time in order not to disrupt the child's education. If an appointment must take place during school time, then the parent is asked to collect the child at the time required and return them to school for any remaining lesson time. They should provide a copy of the medical appointment.

Dealing with Truancy

If a pupil is thought to be playing truant, then the school will inform:

- The parent/carer.
- The police

All pupils who truant will be

- Managed through the school's discipline procedures and behaviour policy.
- Provided with appropriate support.
- Referred to the Education Welfare Officer
- Monitored carefully.

Attendance Policy

Executive Principal	Dawn Best	Signature	<i>D H Best</i>	Date:	25.04.25
Attendance Champion	Kara Bradley	Signature	<i>K. Bradley</i>	Date:	July 2024
Attendance Champion	Abigail Moore	Signature	<i>A. Moore</i>	Date:	July 2024
CIC Board Member	Steve Davies	Signature	<i>SJ Davies</i>	Date:	July 2024