

TRUST Policy	Attendance Policy					
Church Eaton	Attendance Procedures					
Approved by	LAC	Issue Date	Sept 23	Review Date	Sept 25	
Audience	Trustees		Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	✓



This appendix includes:

- specific practices and/or procedures that are used at Church Eaton to support the SUAT Attendance Policy
- additional information relevant to Church Eaton

Church Eaton School provides a multi-tier approach to improving attendance

Wave 1

- **Used when attendance falls below 96% as an average over the academic year.**
- **Actions to be completed by Class Teacher**
- **Monitored by Attendance Intervention Manager**

Deliberate Actions to complete at Wave 1

- The Attendance Officer will inform the class teacher that the child's attendance has dropped below 95%.at the end of week 6 of each block.
- These children are identified as wave 1 children
- The class teacher will make a phone call/ talk to parents to remind them of the importance of good attendance and the need for medical evidence if there are any more absences during the two-week intervention period.
- The class teacher is to record the phone call on a Communication Log and Bromcom
- If attendance does not improve over the two-week target period, the child is moved to Wave 2
- If attendance does improve the class teacher is contact parents/carers to celebrate success

Wave 2

- **Used when attendance falls below 93.0 as an average over the last 6 months**
- **Actions to be completed by Class Teacher**
- **Monitored by Attendance Officer**

Deliberate Actions to complete at Wave 2

- Letter sent to parents/ carers including Attendance Guidelines
- If attendance does not improve after two weeks move to Wave 3
- If attendance does improve contact parents via class dojo to celebrate success
- Record actions on Bromcom

Wave 3

- **Used when attendance falls Below 90.0% as an average over the last 6 months**
- **Actions to be completed by Attendance Officer**

Deliberate Actions to complete at Wave 3

- 2nd letter sent by Attendance Officer including Attendance Guidelines inviting meeting to be held with Attendance Officer
- Plan of action drawn up at the meeting and shared with all teachers. Early Help assessment to be offered/ pupil wellbeing support to parents/ carers
- If attendance does not improve after two weeks, move to Wave 4
- If attendance does improve, contact parents to celebrate success
- Record actions on Bromcom

Wave 4

- **Used when attendance falls below 85% as an average over the last 6 months**
- **Actions to be completed by Educational Welfare Officer with Attendance Intervention Officer**

Deliberate Actions to complete at Wave 4

- Parents informed that a referral to EWO has been made
- Issue a 20 Day Warning Notice
- EWO to hold meeting with parent/carers and student
- IEP completed for child
- Record actions on Communication Log/ SIMS

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Appendix 1: Strategies to be used by staff to support children who have low attendance

- Use Class Dojo regularly, Solution circles weekly and the Celebration Assembly to celebrate work and effort.
- Showcase work in Celebration Books for RE, PSHE and British Values
- Invite the parents/ carers of target children to parent engagement days throughout the year by phoning or speaking face to face.
- Praise lots(!)
- Use children with poor attendance as experts to lead work, solution circles and/or playtime activities
- Provide interventions to ensure that all children become the best that they can be
- Give personalised positive feedback to the child
- Offer parents/ carers an EHA to offer personalised support
- Recap learning to ensure that knowledge is remembered and skills applied
- Encourage children to talk about the reasons behind their attendance in ELSA/ Solution Circles
- Ask parents/ carers to recap learning at the end of the day with the child
- Provide Send children with appropriate interventions to enable them to narrow the gap.
- Check understanding before children begin a task
- Hold an end of lesson conversation with target children:
- Encourage parents to read or complete homework tasks with children at home and message school via class dojo
- Follow Behaviour Policy which encourages Relational and Restorative Practice for all
- Teach students how to support one another by working in mixed ability pairs
- Ask children to join Breakfast club
- Hold Subject Leader and R.A.P Meetings every 6 weeks and Link Governor meetings 3x a year to ensure that high standards are maintained in all subjects for children with poor attendance
- Give them plenty of opportunities to see good examples of work – show what to aim for WAGOLL
- Personally invite parents/carers to parent meetings to discuss progress via phone or face to face messages

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Appendix 1 Attendance Letter 1

Child's name and DOB
RE: Attendance below 93%

Dear Mr and Mrs

We are concerned about (Child's name) attendance. Our records show that (Child's name) current attendance is currently **%.

As you are aware we want parents' support to improve attendance, so if there are any issues please get into contact with me, as we may be able to help and discuss any issues you may be having with getting (Child) into school.

As a result of (Child's) poor attendance, we have to initiate our attendance monitoring procedures.

Pupils falling to below 95% attendance will be monitored as to whether their attendance improves or deteriorates. The aim is to avoid a pupil falling into the Persistent Absence category (less than 90% attendance). One session's absence per week is an absence rate of half a day per week. The length of each half term varies per academic year but the table below gives an indication of the impact on a child's attendance of being absent from school for half a day per week in a typical school year

By the end of half-term 1 (Autumn Term) 7 weeks	7 + sessions (3.5 days)
By the end of half-term 2 (Autumn Term) 7 weeks	7 + sessions (7 days)
By the end of half-term 3 (Spring Term) 6 weeks	6 + sessions (10 days)
By the end of half-term 4 (Spring Term) 6 weeks	6 + sessions (13 days)
By the end of half-term 5 (Summer Term) 6 weeks	6 + sessions (16 days)
By the end of half-term 6 (Summer Term) 7 weeks	7 + sessions (19.5 days or one month's absence in one school year)

The Local Authority holds statutory powers under the Education Act 1996 to ensure children attend school. If they cannot successfully engage with the family to achieve this they may use the many statutory powers to enforce the parents/carers responsibility regarding their child's school attendance. The Education Welfare Officer (The Local Authority, not the individual worker) can issue Penalty Notices or use court proceedings to prosecute parents/carers or to seek an Education Supervision Order on the child.

The Anti-Social Behaviour Act 2003, amended Section 444 of the Education Act 1996, allows parents to be issued with a penalty where they fail to ensure their child of compulsory school age (5-16) attends school. In SUAT academies the Academy Principal is the person who makes decisions regarding the issuing of Penalty Notices.

A penalty notice is initially for £60 per parent. If this £60 is not paid within 21 days from the date of issue it rises to £120. If after 28 days of the date of issue the £120 is not paid the Local Authority will prosecute the parents under section 444(1) or section 444(1a) of the Education Act 1996. This will lead to a hearing in the Magistrates Court and may result in a fine of up to £1,000 per parent under section 444(1). The maximum penalty on conviction is a fine of £2500 and/or 3 months' imprisonment, under section 444 (1a).

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Appendix 3

Attendance letter 3

Child's name and DOB

RE: Attendance BELOW 90%

Dear Mr and Mrs

As stated in our previous letters, (child's name) attendance has not improved and we theref.

Our records show that (Child's name) current attendance is **%.

Any absences will now be recorded as unauthorised until we receive medical evidence.

The Participation Team may invite you for an attendance panel where you are then at risk of a Penalty Notice for unauthorised absence.

Please contact me if you have any questions.

Yours sincerely

Head teacher