



FLORENCE MELLY COMMUNITY PRIMARY SCHOOL



Attendance Policy

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Attendance Policy

September 2022

Our Attendance Mission Statement

Florence Melly Community Primary School seeks to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. The school strives to provide a welcoming, caring environment, whereby each member of the school community feels valued.

School staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. To meet these objectives Florence Melly Community Primary School will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

The person leading attendance in our school is Mr K Baillie (Assistant Headteacher/Designated Safeguarding Lead).

It is the aim of Florence Melly Community Primary School that pupils should enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

About this Document

When a child attends school on a regular basis, they take an important step towards reaching their full potential and are given the greatest opportunity to learn new things and develop their skills. Children who miss school frequently can fall behind with their work and do less well in exams. The more time a child spends around other children, whether in the classroom or as part of a school team or club, the more chance they have of making friends and feeling included, boosting social skills, confidence and self-esteem.

While the parent is primarily responsible for ensuring their child attends school regularly, where school attendance problems occur the key to successfully resolving these problems comes through working with the children, their parents/carers, the school and the local authority.

This document sets out the strategies used to help improve our school attendance. Additional information and further guidance can be found in the school's attendance policy.

This document is set in three parts: Part One sets out our responses to absence, Part Two details our aims and objectives, and Part Three details our strategies and approaches.

Part One - Response to Absence

First Day Response

Person(s) Responsible: Attendance Team

After the registers closes at 9:30am an absence report is run from SIMS. This is done for the whole school.

- Reports
 - Attendance
 - Selected Pupil Reports
 - Pupils with chosen code report
 - Select date and code: N – no reason yet given and 0 – unauthorised absence
 - Select group type – Whole School
- An attendance sweep of each class is then carried out to check the absence list is correct and no mistakes have been made.
 - Mrs Campbell then makes phone calls home to parents / carers of absent pupils. If no contact made, this phone call is repeated twice at a timely interval.
 - The phone calls should be challenging and not too sympathetic and where appropriate, parents/ carers are asked to provide Medical Evidence for this absence - this follows guidance set forth with the Liverpool Learning Network.
 - If the reason provided by the parent for the absence is not a reason approved by school parents are informed that the absence will be recorded as unauthorised. Information collated from the first day response is then to be added to SIMS by Mrs Campbell or Ms. Silvano.
 - In cases where no contact has been made a home visit is to be carried out.

Authorised absence: An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. Only the school can make an absence authorised. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence: School have the right to record a child's absence as unauthorised if there has been no contact from the parent or carer or if the reason provided for the absence is not accepted by school. Parents are to be made aware that merely providing an explanation for their child's absence does not automatically constitute an 'authorisation' for this absence. This is the school's decision.

Third Day Response to Absence

In the event of a period of absence of three days in the absence of medical evidence, the school will carry out a home visit in line with the national safeguarding procedures. This is to ensure a member of staff has 'eyes on' the child. This visit will be recorded on the school's CPOMS system.

Letters to Parents and Educational Welfare Involvement

After the first half term, parents will be advised if their child's attendance has become a concern for the school, i.e. below an acceptable standard. This letter will state the child's current attendance figure and informs the parent that their child's attendance will subsequently be monitored over the half term (or sometimes a shorter period of time due to the level of attendance). If no improvements are made an invitation to an in-school meeting may be required.

If no improvements are made parents/carers are then invited in to school to speak with members of the attendance team where they are given the opportunity to discuss any issues around their

child's absence(s) and together along with school consider ways of improving their child's attendance. Attendance will then be monitored for a further three weeks.

If after the three week monitoring period no significant improvements have been made and the pupils attendance has shown further decline, parents/carers are now invited in to school for a second meeting which will include the Local Authority Education Welfare Officer and a member of the school's Senior Leadership Team. If still no improvements are made Penalty Warning Notices may be implied.

Parental Meetings

Parents of pupils who have poor attendance and who do not respond to usual school strategies are invited into school to discuss the situation. These present the chance to talk to parents about school attendance. The discussion is primarily with the attendance team, however if after the first meeting and no improvements are made a second meeting is scheduled with the attendance officer and the EWO - there may be further professionals present dependent on the circumstances. This is a means to discuss the impact of persistent absence and/or late arrival on the child's education and his peers/teachers.

During the meetings strategies to assist pupils/parents to improve punctuality are also discussed e.g.

- bedtime routines – packing school bag ready for the next day, getting to bed earlier, setting a time for a television in the bedroom to be turned off
- morning routines – setting the alarm earlier, set time for a little lie-in, no television until ready for school (and maybe not even then), having breakfast before leaving home, so no need to call in at the shop, meeting a reliable friend to walk to school with
- coming to school for breakfast club if available

The main purpose of the attendance Panel meetings are to find ways that school and parents can work together to improve their child's attendance. The meetings are non-judgmental and can be a means of promoting a positive discussion about the subject

Following Improvement:

- The attendance team sends letters to parents acknowledging any improvements in attendance.
- Reward pupils in assemblies with 'Most Improved' certificates and small prizes.

Part Two - Aims and Objectives

Our Aims:

Our school aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

This policy sets out our school's position on attendance and details the procedures that all parents¹ must follow to report their child absent from school.

It is vital that children develop regular attendance habits at an early age. Therefore the school will encourage parents of Nursery children who are not yet compulsory school age, to send their children to every session that is available to them. If the child is unable to attend the school for any reason, the parent should inform the school of the reason on the first day of absence. If the school is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

We will do all we can to encourage our pupils to attend. We will also make the best provision we can for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents 'Supporting pupils at school with medical conditions - December 2015' and 'Ensuring a good education for children who cannot attend school because of health needs- January 2013' – or ask the school for printed copies.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents. To improve the overall percentage of pupils attending school.

- (1) To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- (2) To provide support, advice and guidance to parents and pupils.
- (3) To develop a systematic approach to gathering and analysing attendance related data.
- (4) To further develop positive and consistent communication between home and school.
- (5) To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Aim: To improve the overall percentage of pupils at school

- (1) The attendance target for our school is 97%, however, we expect children to attend 100% of the time.
- (2) We apply the Whole School Attendance Policy consistently.
- (3) We establish and maintain a high profile for attendance and punctuality.
- (4) We relate attendance issues directly to the school's core values, ethos and curriculum.
- (5) We monitor attendance in measurable outcomes and review with the Governing Body.
- (6) We refer to Education Welfare Service pupils whose attendance is less than 90%.
- (7) Holidays during term time will affect learning, therefore Florence Melly **will not** authorise holidays in school time. This is in line with Local Authority guidelines. If there are exceptional circumstances (Eg, Armed Forces Leave) parent/carers are requested to contact the school in writing.
- (8) If a child is removed for an unauthorised holiday the School can ask the Education Welfare Service to issue a Penalty Notice, under the Anti-Social Behaviour Act 2003, which carries a fine of £70, per parent, per child. Non-payment of this fine can result in prosecution.
- (9) Parents are given a copy of the Graduated Response Attendance Support Programme (ASP) See attached which outlines the process for dealing with attendance.
- (10) The Attendance Team meet weekly to discuss any children whose absence is a cause for concern and will endeavour to contact parent/carers to discuss the matter and offer support. Parents will be promptly informed (after the first half term) if their child's attendance is becoming a concern. A letter will be sent each half term for those children whose attendance is causing concern. (See Appendix 1) If the attendance does not improve a second letter may be sent (See Appendix 2) Pupils whose attendance is less than 90% are considered by the Government to be 'Persistent Absentees' and will be referred to the Local Authority.
- (11) Addressing the issues behind non-attendance and Persistent Absenteeism are a priority for the school in conjunction.
- (12) The School will ask for supporting evidence/documentation to verify pupil absence. For example, copies of prescription labels, appointment letters. It is the final decision of the Headteacher whether an absence is authorised or not.

Aim: To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks

- (1) We maintain unambiguous procedures for statutory registration.
- (2) If a pupil is absent without reason, we make contact via telephone with the parents/carers on the first day of absence to ascertain the reason for non-attendance and the expected date of return. On return to school if we are unable to obtain a reason for absence a reminder letter is sent, followed by a further letter if necessary. If we are not given a reason for the absence or are unsatisfied with the reason given the absence will be marked as 'unauthorised'.
- (3) We ensure clearly defined late registration procedures, writing on a half-termly basis to parents of all children who are persistently late.
- (4) We define clearly the roles and responsibilities of each staff member within the school staffing structure.
- (5) We explore a range of opportunities for parental partnership for example: seeking to foster and develop positive partnerships with parents; encouraging/inviting parents in to school to discuss attendance concerns; include attendance matters within school newsletters and website.
- (6) We review individual pupil and whole school attendance on a weekly basis.
- (7) We are familiar with the Education Welfare Services referral and recording system
- (8) We include absence data in the pupils' annual school reports.

Aim: To provide support, advice and guidance to parents and pupils

- (1) We will highlight the importance of good attendance using:
 - Our Class Dojo Reward System
 - Newsletters,
 - Twitter,
 - School Website,
 - School Prospectus,
 - Parent consultation evenings/Open days,
 - Staff being available to talk to pupils/parents,
 - Personal, Health, Social & Citizenship Education lessons/Circle Time
 - The School Term Dates newsletter.
- (2) We can arrange for information to be provided in a range of languages or in different formats.
- (3) We seek improved communication with parents. We will maintain accurate and up-to-date contact information for parents. Parents are encouraged to inform the school of any changes to their contact information as and when they occur by completing the update form available from the School Office or by advising us via the school app (ParentApp). Every Autumn Term we undertake a whole school data update exercise to ensure information is correct. We involve parents in attendance issues from the earliest stage – making first day contact by telephone in the event of unknown absence.
- (4) We keep staff up to date with the attendance strategy and provide Continuing Professional Development opportunities in 'Promoting Positive Behaviour & Attendance'.

Aim: To develop a systematic approach to gathering and analysing attendance related data

- (1) We use a computerised registration system enabling the analysis of attendance information Data can be analysed by authorised/unauthorised, class/year group, absence code, gender, pupil premium, SEN etc.
- (2) We use appropriate absence codes as required by the Department for Education.
- (3) We will be consistent in the collection and provision of information.
- (4) We analyse the effects of persistent absence on attainment.

Aim: To further develop positive and consistent communication between home and school

- (1) We will produce an annual report to governors on attendance. We will also provide a report to the School Improvement Challenge Board, if necessary.
- (2) We will regularly report attendance data to Parent/Carers in the School newsletter and on the website.
- (3) We display materials at focal points – school foyer/noticeboards etc.
- (4) We encourage parents into the school to discuss individual cases.
- (5) When necessary, we will discuss attendance issues in inclusion meetings, pupil target meetings and/or in relevant staff meetings.
- (6) We will regularly update parents/carers of our latest attendance initiatives.
- (7) We will reward pupils for excellent school attendance and encourage those who need to improve.

Aim: To promote effective partnerships with the Education Welfare Service and with other services and agencies

- (1) We have a designated Attendance Team who liaise with Education Welfare Service and other agencies.
- (2) We carry out initial enquiries/intervention prior to referral.
- (3) We gather and record relevant information to assist the Education Welfare Service.
- (4) We hold weekly attendance review meetings with our Education Welfare Officer.
- (5) Our Education Welfare Officer will arrange multi-agency planning meetings, pursue 'Fast Track' or request/issue Penalty Notices (if appropriate).
- (6) We will establish and maintain a list of named contacts within the local community e.g. Community Police Officers, Truancy Officer, Duty Social Worker

Aim: To recognise the needs of the individual pupil when planning reintegration following significant periods of absence

- (1) We will be sensitive to the individual needs and circumstances of pupils returning to school after a significant period of absence.
- (2) We will involve/inform all staff/agencies in the reintegration process.
- (3) We will provide opportunities for support via the Pastoral Support Officer.
- (4) We may consider peer support and mentoring.
- (5) We will involve parents as far as possible.
- (6) We will provide guidance for teachers, TA's etc who may be working with the child.

Why regular attendance is so important:

- (1) **Learning:-** Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parents legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.
- (2) **Safeguarding:-** A child may be at risk of harm if they do not attend school regularly. Safeguarding at our school is given the highest priority and failing to attend this school on a regular basis will be considered as a safeguarding concern. This may result in the matter being referred to our Designated Safeguarding Lead, Mr K Baillie who will use the LSCB's 'Levels of Need Guidance' to determine how the matter is dealt with.

Our school will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education (2021 version, or as updated by the DfE) we will investigate

and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare. (Please see our school's Safeguarding Policy for more information.)

Understanding the effect of absence:

Attendance	Missing Days	
100%	0	Excellent! A child can take advantage of all learning opportunities.
98%	1 - 4 days	Very Good – this will help all aspects of their progress and life in school.
96.5-98%	5 - 6 days	Good. A child should reach his/her full potential, leading to the best possible start to their formal education
93-96.5%	7 - 14 days	Below National average attendance nationally. If a child has more than 8 days away from school they may fail to make the expected progress.
< 93%	15 days	Poor– A child will now be finding it extremely difficult to keep up and achieve their best.
< 90%	20 days	Unacceptable Persistent absenteeism – A child will now be finding it extremely difficult to keep up and achieve their best. Below 90% attendance is considered persistent absenteeism and the Local Authority may become involved in take action.

Information for Parents/Carers

Understanding types of absence:

- (1) Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.
- (2) Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

- (3) Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to Liverpool Education Welfare Services using sanctions and/or legal proceedings. These include:
- Parents/carers keeping children off school unnecessarily
 - Truancy before or during the school day
 - Absences which have never been properly explained
 - Children who arrive at school too late to get a mark
 - Shopping, looking after other children or birthday
 - Day trips and holidays in term time
- (4) Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Persistent Absenteeism:

- (1) A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year regardless of the reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parental support and co-operation to tackle this.
- (2) We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed.
- (3) PA pupils are tracked and monitored carefully by our Attendance Team.

If your child is absent you must:

- (1) Contact us as soon as possible on the first day of absence either by telephone; if you are unable to get an answer, please leave a message.
- (2) Send a note in on the first day they return with an explanation of the absence if you haven't already informed the school.
- (3) Or, you can call into school and report to reception.

If your child is absent we will:

- (1) Telephone you on the first day of absence if we have not heard from you, asking for the reason for absence and the expected date of return.
- (2) A period of 3 days absence, will result in a home visit as per Safeguarding procedure.
- (3) Medical evidence may be requested to support the absence.
- (4) Invite you in to discuss the situation with our Pastoral Support Officer and/or Headteacher.
- (5) Refer the matter to the Local Authority if attendance moves below 90%.

Contact Details:

- (1) There are times when we need to contact parents about lots of things, including absence, so we need to have your up to date contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed.

Punctuality:

- (1) Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for

the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

(2) How we manage lateness:

- The school day starts at 8:55am and we expect your child to be in class at that time.
- Your child will receive a late mark if they have not entered the school through their class door by 9am. After this, they must enter via the office door and give their name and class to the adult on duty who will enter the details on our InVentry system.
- If your child has a medical appointment that will make them late for school you must inform the office BEFORE the appointment and provide a copy of the medical letter.

Children identified as persistently late will be marked with the 'U' code if they are late. This means they will be classed as absent from the morning session and after 10 of these absences they will be issued with a fixed penalty notice by the local authority.

Children Missing in Education (CME)

Time is of the essence and responding quickly to any periods of unauthorised absence is one of the key factors. When a pupil fails to attend school contact to parents is made.

If no contact can be made within twenty four hours, a visit to the known home address is then to be carried out by the school's attendance and safeguarding team.

In cases where there is no one home schools 'First day letter' is to be posted. This is a hand delivered letter, the letter states:

'We called at your home today as your child has not been present at school and we are unable to reach you by phone. I am sure you can appreciate that this is a Safeguarding concern as we need to know where all children are during school hours.'

It is requested that the parent then contacts school before 3pm stating why their child is absent. If still no contact is made a second home visit is required, again if no one is home enquiries with neighbours is useful and a second letter is posted. In some cases a referral may be made to professional organisations or the authorities.

Each child and family circumstance will be unique. School needs to take in to consideration the know pupils and their home situations. Schools may be alerted to previously unknown information which raises concerns and the 'risk' posed to the child.

Situations where the risk to a child may be considered as high could include:

- Sudden or unplanned moves. These could include families who are fleeing from domestic violence, harassment or persecution
- Children subject to a protection plan or where there are ongoing child protection concerns
- Children where there is risk of exploitation or trafficking
- Children who are being removed because of suspected forced marriage or female genital mutilation.
- Families with significant mental health problems or Special Educational Needs (SEN)
- Looked After Children Recording of actions
- Schools must keep accurate records as these may be required should a child protection or criminal investigation be undertaken. Accurate record keeping will ensure that there is a clear audit trail and confirm actions which have been undertaken.

Part Three - Strategies and Approaches

Attendance is Everyone's Responsibility

- (1) The minimum level of attendance for this school is 97% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares.
- (2) Our target is to achieve better than this however because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in the city. Florence Melly Primary School expects attendance of 100%.
- (3) Throughout the school year we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our Home - School letters and we ask for your full support.
- (4) We offer a whole school initiatives, such as termly rewards and trips, to encourage all children to attend regularly and to raise the profile of attendance throughout the school. This is further supplemented by our 'Dojo' reward system.

Whole School Approach

To improve attendance as a whole it needs to be a whole school approach.

Teachers – the 'Florence Melly Attendance League and Fixtures' tracker is shown to each class every Monday morning so that each child can see what their current attendance percentage is. The weekly change is also shown to students, have they improved or gone down since the previous week? Why was this? Class prizes and incentives are also spoke about during this time, where is their class compared to the other classes. To praise and recognise pupils and parents/ carers for good and/ or improved attendance.

Pastoral Team – The Learning Mentors for each key stage check the SOL tracker each week. Their main focus are the pupils in 'danger of becoming persistent absentees' (90% - 93.9%), these pupils are those that are on the verge of becoming Persistent Absentee's. Once identified, these children they then target these with either group discussion around attendance or 1:1 work. Why is it important to come to school? Is there any particular reason you do not want to come to school, and bedtime routines and rewards and incentives are on offer.

Attendance/Safeguarding Team – Tracks attendance each week and follows the monitoring procedure, early identification and intervention is key

- Speaks with pupils and parents and carries out home visits / collects children when needed. Organise attendance incentives and rewards
- Share data
- Legal Process where required
- Identify families which may need support
- Communicate where necessary if either staff need to be involved in parent meetings
- On occasion accompany on home visits
- Liaise together with outside agencies.

Senior Leadership – Communication across all levels of staff so issues/ problems can be identified and dealt with effectively.

- Talk regularly with pupils about attendance and the importance of school
- Lead assemblies on attendance and attendance rewards
- Meet with parents of pupils with low and PA level attendance
- Enforce legal action if required.

Strategies and Rewards

September will see a fresh, focused relaunch of attendance at Florence Melly. All parents will be written to in July 2022 detailing this new focus and outlining the policies and procedures. The school target will be set high at 97%, to show ambition and this will be publicised.

It will be a priority for registers to be completed and submitted by 09:05am. This is an official document, and in order to move forward must be treated as such. There will also be an increased focus on Nursery and Reception in order to establish good habits moving forward. Expectations will be shared with children in the first assembly back in September.

Parents of children deemed to be persistent absentees for the current academic year will be written to by Raquel Slater (EWO) in August warning them of fixed penalty notices. These parents will be fined, if they missed 10 sessions (5 full days) without appropriate medical evidence.

In line with the new focus, school will be open and honest about attendance. An attendance figure will be published daily on Twitter, and individual classes will be celebrated for high percentages of attendance.

Each morning, Mrs Campbell will be conducting phone calls to parents whose children are absent without reason. These phone calls are scripted - a copy of which is available - and will outline their child's attendance and the school's approach to dealing with this. Some parents who have also provided a reason may be called and challenged. These daily calls will be logged, and a copy will be available in a central location. Each morning, absence will be rigorously tracked and monitored. Feedback will be provided to teachers in the case of any concerns. As part of this, patterns will be noticed and recorded.

Attendance will become a focus throughout other areas of school, and will be addressed in any parental meetings and through regular communication home.

The school will move back to a previous approach of tangible awards for attendance. This will include a celebration in an end of the week assembly, a whole class weekly award and a reward for the teaching staff connected to that class. This will include things such as an additional play for the winning weekly class and an early finish for the members of staff that week. Attendance will be publicised and shown on the 'race track' in the hall and a 'league table' in the foyer. This will be updated weekly. There will be a half term reward for the class with the highest attendance over the prolonged period. For every week a child has 100% attendance they are entered into a draw for a 'family prize' at the end of the half term.

Rewards

Research has shown that rewards are far more effective than punishment in motivating pupils. As well as encouraging and rewarding attendance, these schemes can also increase the profile of attendance, both within the school and in the wider community.

The reward schemes and incentives currently in place are:

Half Termly:

- Each child on the school target for attendance will receive entry into a draw for a 'family prize', such as a £50 JustEat voucher or similar.
- There will be regular trips for up to 14 pupils as a reward for good attendance.

Termly:

- Each term children receive a certificate if they have had 100% attendance for the second half term, also a certificate is given to the children in each Key Stage with the 'most improved'

attendance. This is not necessarily given to pupils with attendance at the school target of 97% but it is for children who have shown significant improvement since the last term.

- Pupils who have reached on or above the school target are invited to an event in school, in the past these events have been things such as Karaoke or a Film Afternoon.
- Florence Melly will use their links with Liverpool FC and Everton FC to offer tangible rewards such as Premier League match tickets.

School Year:

Prize Draw: This year children with >97% attendance for the school year are put in to a prize draw to win a prize (to be decided but could include things such as a Nintendo Switch).

Class Prize: The class prize is also run at the end of the school year.

Appendices

Appendix 1 **Attendance Letter**

Ref: AL 1

Dear Parent/Guardian,

Re: Child's name – Attendance concern

I am enclosing a copy of your (child's name) attendance record for your attention.

I am writing to you regarding concerns over your child's attendance, which is currently (Percentage Attendance), this is below the school target of 97%.

School will closely monitor your child's attendance to the end of term. This means that should your child be absent for any reason, you will be contacted to explain the reason for absence and you may be invited in to school for a meeting with myself and the attendance officer.

It is important, therefore, that you contact school on the first day of absence or if there is any problem which may be causing your child to miss school. If school has not received a reason for absence a home visit may be needed. Absence for illness may be unauthorised unless you provide a medical certificate or provide a valid reason that is accepted by school.

Please be reminded that, under section 444 of the 1996 Education Act, you have a legal obligation to ensure that your child attends school regularly, and failure to do so could ultimately result in the Local Authority issuing a fixed penalty fine and / or a summons to appear at Magistrates Court.

School is committed to raising the profile of attendance in school and it is important that you support us by ensuring that your child attends school on time, every day.

I would be grateful if you would give this matter your attention.

Yours Faithfully,

Mr K Baillie
AHT/Deputy Designated Safeguarding Lead

Appendix 2
Stop Authorising Letter

Name and Address

Date

Dear

Re: Child's name – Attendance concern

Further to previous correspondence (child's name) attendance at Florence Melly Primary School remains a cause for concern as there have been further absences.

The Headteacher may now refuse to authorise absence without medical evidence. For occasional periods of absence, appointment cards, prescription and/or a label from medication may be accepted. However, for excessive absence, we may request confirmation from your G.P./Consultant.

Should (child's name) have on-going health issues and/or any other difficulties where support may be required, please do not hesitate to contact the school office so that we may discuss and consider options.

Please ensure that you read the attached information regarding the Legal framework schools are obliged to adhere to.

Yours sincerely,

Mr K Baillie
AHT/Deputy Designated Safeguarding Lead

Appendix 3
Invitation to Meeting

Ref: IM1

Invitation to First Meeting: Attendance

We wrote to you recently regarding your child's attendance which is currently (Percentage attendance). Our school attendance target is 97%. Children with attendance below 90% are considered to be persistent absentees, and may be less likely to reach their maximum academic potential.

It has therefore been decided to invite you to a meeting in school. The meeting will be held on: DATE at TIME where you will be given the opportunity to discuss any issues around your child's absence(s) and together we can consider ways of improving your child's attendance.

This meeting will consider ways of improving your child's attendance and, therefore, preventing further action being taken against you.

Please acknowledge this letter and inform school if you do need to re-arrange. I need to inform you that, should you not attend the meeting, it will still go ahead in your absence and we may have to pass our concerns onto the Local Authority.

I would be grateful if you would give this matter your attention.

Yours sincerely,

Mr K Baillie
AHT/Deputy Designated Safeguarding Lead

Appendix 4
Invitation to Meeting

Ref: IM2

Invitation to Second Meeting: Attendance

Further to our previous meeting regarding your child's attendance at Florence Melly which you did / did not attend, your child's attendance has been monitored and there has been no satisfactory improvement.

You are now invited to a school attendance panel led by a member of our attendance team and the school's Educational Welfare Officer. Should a social worker already be involved with your family, they will also be invited to attend.

The school attendance panel will be held on: DATE & TIME

This meeting will look at why your child continues to have inconsistent attendance and we will look further ways of improving your child's attendance.

I need to inform you that, should you not attend the meeting, it will still go ahead in your absence and concerns will be passed onto the Local Authority.

Please be reminded that, under section 444 of the 1996 Education Act, you have a legal obligation to ensure that your child attends school regularly, and failure to do so could ultimately result in the Local Authority issuing a Fixed Penalty fine and/or a summons to appear at Magistrates' Court. Please give this matter your urgent attention.

Yours sincerely,

Mr K Baillie
AHT/Deputy Designated Safeguarding Lead

**Appendix 4
Flow Chart**

