



## **Pupil Attendance Policy**

Mission statement:

**"Enjoy, learn, achieve"**

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## **Our Grove Expectations**

Pupils, staff and parents are:

- Good listeners and thoughtful speakers
- Are honest and tell the truth
- Are kind and don't hurt others or their feelings
- Respect all property
- Are supportive of others
- Always do our best
- We treat others as we would like to be treated

Mission statement: "Enjoy, learn, achieve"

### **This policy has been written with regard to the following:**

<https://www.gov.uk/government/publications/school-attendance>

This document states:

School Attendance Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education.

Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

The government expects:

#### Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and,
- Act early to address patterns of absence.

- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- All pupils to be punctual to their lessons.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

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## 1 **Attendance – Our Vision**

### ***100% attendance for every child***

At Grove School parents, children, staff and governors believe that:

- Every child is important to and is valued by the school
- The school has a commitment to providing the highest possible standard of pastoral care, guidance, support and education and this is harder to achieve if children have poor attendance/punctuality
- Every child should attend school every day when school is open except where a statutory reason applies
- Good attendance and punctuality will prepare children for adult life
- We do not want children to experience feelings of isolation, being behind with work or being left out of school events

*It is therefore the responsibility of the whole school community to ensure all children attend school regularly and form good habits in punctuality.*

## 2 **Aims of the school policy on attendance**

- To ensure we protect children from the negative outcomes of poor attendance and support all children to develop their full potential
- To ensure all staff, parents and the Governing Body are fully conversant with the school policy on attendance
- To ensure that there are procedures in place to monitor pupil attendance effectively and these are followed, resulting in good attendance for all pupils
- To ensure that all pupils receive their full entitlement to education throughout their school life
- To ensure that parents and carers are supported by school and external agencies through a process of early intervention and collaborative information sharing
- To promote good attendance and reduce absence, including persistent absence
- To act early to address patterns of attendance

The senior leader responsible overall responsibility for pupil attendance is Miss C Dowell ( Deputy Head Teacher)  
The administrator responsible for attendance is Mrs M Murphy

## 3 **Completing attendance registers**

All schools are required to have an attendance register which must be completed twice a day at roll call. Registers must be completed accurately.

\* The school doors open at 8.30am. Pupils can come into school from 8-30am.

\* Electronic registers are completed between 8.45 and 8.50am.

\* Teachers complete the electronic register. On a designated whiteboard displayed by the door to the classroom the teacher will record: the date ( format 06.09.23) , the number of pupils present out of the number of pupils on roll ( format 29/30) and the full name of each pupil who is absent.

\* At 8-45am the doors to school are closed and staff electronically record late arrivals of pupils at the school gate. They are recorded as L ( late arrival before the register has closed) on the school register, this is then changed to present by an administrator. A member of the administrative team takes children who arrive late in school to class. Once all pupils are in class an administrator will check every class attendance board. This is completed daily in the morning and at the start of the afternoon nursery session.

\* After 8.50am a child will be marked as late.

\* After 9.15am a child will be marked as late, unauthorised , code U.

\* In Key Stage Two if a child is frequently missing part of the first lesson due to late arrival at school the child may be required to complete the work missed at playtime with a member of staff.

Once all registers are completed, attendance boards checked and first day absence calls made an administrator completes a daily absence form. This is shared and discussed with senior staff.

#### 4 **Our absence procedures**

\* If a teacher receives a letter from a parent providing a reason for absence, then it must be passed on to a member of the administrative staff in the main school office. Letters and telephone calls from parents/carers are used to provide a code for an authorised absence by a (See Appendix A: Absence Codes). Letters from parents/carers are maintained on pupil file.

\* An administrator makes first day absence calls to ascertain the reason for a child's absence. The reason for absence is recorded on the school's electronic system using the absence codes. Administrators are present in the school playground from 8.30-8.55 am. Parents can inform them if their child is not present and the reason for their absence.

\*Parents can inform school of an absence using the school website

\* Any child, for whom we have no recorded reason for their absence from school, has a letter emailed/posted to the family home detailing when the child was absent and requesting the return of a letter to update our records . N codes should remain on register no longer than two weeks, following a two- week period the absence becomes unauthorised.

\* An absence of three days or more with no contact with the child's family or a pattern of poor attendance is a concern. School staff will continue to contact parents/relatives and may carry out a home visit to check on the welfare of the child/family. If school have no contact and remain concerned we may contact the police and request a safe and well visit.

\* An administrator discusses absent pupils, especially those whom the school has identified as vulnerable, with the senior management team on a daily basis. Administrators send senior leaders a ` comments ` report which states the name and class of a pupil and a reason for absence. Leaders use this to identify concerns on the day or over the week. Leaders may contact parents by telephone, for example, if a pupil has attended hospital.

### What do we do if we are concerned about a pupil's attendance?

When teachers note a pattern of absence, reduced attendance or have concerns about a child's attendance they will ask to meet with the parent/carer to discuss their child's absence record. This meeting is recorded using the school's electronic system.

Following a meeting with the teacher if the child's attendance does not improve over a three-week period the year group leader will write to a parent to invite them to meet to discuss school's concerns about attendance.

If school continues to be concerned about a child's attendance a senior leader will invite the parent/s to an Early Help/ Family Connect meeting. We recognise that poor punctuality and attendance may be due to range of reasons. We can offer advice and support.

A leader will complete a Three Houses/wishes and feeling assessment with the child to gather information about what is working well, what the child is concerned about and what needs to change. This allows staff to understand reasons for poor attendance through the eyes of a child.

#### Early Help

<https://www.lscpbirmingham.org.uk/early-help>

#### **What do we mean by Early Help?**

Early Help means taking action to support a child, young person or their family early in the life of a problem, as soon as it emerges. It can be required at any stage in a child's life from pre-birth to adulthood, and applies to any problem or need that the family cannot deal with or meet on their own. It also applies to all children and young people, with any form of need.

Early Help requires that agencies should work together as soon as a problem emerges or a need is identified to ensure the child gets the right response, and the right services, from the right people at the right time. Our aim is to meet need early and avoid a problem escalating or the need increasing.

Early Help is provided to prevent or reduce the need for specialist interventions unless they are absolutely the correct response to meet the need and resolve the problem.

The **Early Help Assessment** and **Our Family Plan**, using the Signs of Safety and Wellbeing framework. For more information [click here](#).

If a pupil's attendance does not improve following the above procedures then school will follow Birmingham City Councils Fast Track to Attendance procedures. These can be found at:

[https://www.birmingham.gov.uk/info/50157/education\\_legal\\_intervention\\_referral/690/pupil\\_attendance\\_advice\\_for\\_schools\\_and\\_professionals](https://www.birmingham.gov.uk/info/50157/education_legal_intervention_referral/690/pupil_attendance_advice_for_schools_and_professionals)

Parents can find out more about pupil attendance from Birmingham City Council at:

[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning/1502/school\\_attendance\\_advice\\_for\\_parents](https://www.birmingham.gov.uk/info/20014/schools_and_learning/1502/school_attendance_advice_for_parents)

## **5 Monitoring Attendance**

**At Grove all staff are responsible for monitoring attendance. All staff are proactive in improving attendance and punctuality of pupils.**

As well as our daily first day absence procedures we monitor attendance in the following ways:

- Year group team meetings
- Senior leadership meetings
- Daily meeting with the lead administrator for attendance and a senior leader
- Monthly reviews of those pupils who are persistently absent ( PA)
- Fast Track to Improve Attendance
- ELIT referrals
- Referrals to Child Missing in Education Team
- Leave in Term Time Penalty Notices.

Senior leaders rigorously use attendance data to identify patterns of poor attendance ( at individual and cohort level) so that all parties can work together to resolve them before they become entrenched.

## **6. Fast Track to Improve Attendance.**

These can be found at:

[https://www.birmingham.gov.uk/info/50157/education\\_legal\\_intervention\\_referral/690/pupil\\_attendance\\_advice\\_for\\_schools\\_and\\_professionals](https://www.birmingham.gov.uk/info/50157/education_legal_intervention_referral/690/pupil_attendance_advice_for_schools_and_professionals)

The Designated Liaison Person is Miss C Dowell  
The lead administrator for attendance is Mrs M Murphy

Information about the process school follows with regard to Leave in Term Time can be found at:

[https://www.birmingham.gov.uk/info/50157/education\\_legal\\_intervention\\_referral/690/pupil\\_attendance\\_advice\\_for\\_schools\\_and\\_professionals](https://www.birmingham.gov.uk/info/50157/education_legal_intervention_referral/690/pupil_attendance_advice_for_schools_and_professionals)

Only in exceptional circumstances leave of absence in term time will be granted. It is unlikely that a leave of absence for a family holiday will be granted. If parents are considering taking their child/ren out of school in term time we request they complete a Leave in Term Time form. A meeting will be arranged with a senior leader to find out more about the request. We do not grant leave from school in term time.

If parents do take pupils out of school for a long period of time we will contact the parents to arrange a video call to check to see if the child is safe and well.

## **7 Pupils at risk of becoming persistently absent**

School use data to identify pupils who are at risk of poor attendance. Leaders are proactive in engaging parents to problem solve reasons and address any barriers that may lead to poor attendance.

When pupils join Grove we carefully explain the school expectation for high attendance and how we celebrate and reward good attendance.

Through Early Help/Family Connect we can signpost and support access to any required services.

If, following early intervention and support, attendance does not improve school will seek the advice and support of the Attendance Team in Birmingham.

Where a pupil's attendance does not improve and absence is severe school may request support from Children's Advice and Support Service.

We endeavour to listen to parents and understand reasons for poor attendance the barriers that families may face. Through our work with external agencies we seek to reduce and remove barriers outside of school.

## **8 Children Missing In Education ( CME)**

### **Keeping Children Safe in Education, September 2023**

#### **Children who are absent from education**

175. Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. It is important the school or college's response to persistently absent pupils and children missing education supports identifying such abuse, and in the case of absent pupils, helps prevent the risk of them becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community. Further information and support, includes:

- Guidance on school attendance 'Working together to improve school attendance' including information on how schools should work with local authority children's services where school absence indicates safeguarding concerns.
- Information regarding schools' duties regarding children missing education, including information schools **must** provide to the local authority when removing a child from the school roll at standard and non-standard transition points, can be found in the department's statutory guidance: Children Missing Education.
- further information for colleges providing education for a child of compulsory school age can be found in: Full-time-Enrolment of 14 to 16 year olds in Further Education and Sixth Form Colleges.
- general information and advice for schools and colleges can be found in the Government's Missing Children and Adults Strategy.

School follow the procedures detailed in the local authority guidance:

[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning/1325/children\\_missing\\_education](https://www.birmingham.gov.uk/info/20014/schools_and_learning/1325/children_missing_education)

## **9. Removal from roll**

A pupil's name can only be lawfully deleted from the admission register if a reason is set out in regulation 8 of the Education ( Pupil Registration) ( England) Regulations 2006, as amended applies.

## **10. Pupils with medical conditions or special education needs**

Some pupils face greater barriers to attendance than their peers.

Their right to an education is the same as their peers. School are mindful of barriers for these pupils and work with parents to put into place Additional support where necessary. These include:

- Putting in place a medical care plan with the school nurse service and, if appropriate external agencies
- Establish strategies to remove in-school barriers that these pupils may face

Pupils with long term illnesses or other health needs may need additional support from other agencies such as alternative provision provided by the local authority.

## **11. Part-time timetables**

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in the child's best interests, there may be a need for a temporary part – time timetable to meet individual needs. At Grove part-time timetables are agreed with medical and/or special educational needs professionals, usually the Educational Psychologist. There are formal arrangements in place to review a part-time timetable with parents and external agencies. The absence for part of the day or week is an authorised absence.

## **12 .Elective Home Education**

The school follows the Birmingham City Council policy for Elective Home Education.

This policy can be found at: [www.grove.bham.sch.uk/parents/attendance](http://www.grove.bham.sch.uk/parents/attendance).

Information from Birmingham City Council for parents can be found at:

[https://www.birmingham.gov.uk/info/20014/schools\\_and\\_learning/692/home\\_education](https://www.birmingham.gov.uk/info/20014/schools_and_learning/692/home_education)

Birmingham Local Authority encourages parents / carers to inform them directly of the withdrawal of a child from school, even though schools will also notify the local authority.

We request that parents inform the Head Teacher of their intent to home educate in writing.

## **Keeping Children Safe in Education, 2023 – Elective Home Education**

176. Many home educated children have an overwhelmingly positive learning experience. We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, this is not the case for all, and home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

177. From September 2016 the Education (Pupil Registration) (England) Regulations 2006 were amended so that schools must inform their LA of all deletions from their admission register when a child is taken off roll.<sup>44</sup>

178. Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we recommend that LAs, schools, and other key professionals work together to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has special educational needs or a disability, and/or has a social worker, and/or is otherwise vulnerable. Where a child has an Education, Health and Care plan local authorities will need to review the plan, working closely with parents and carers.

179. DfE guidance for local authorities on Elective home education sets out the role and responsibilities of LAs and their powers to engage with parents in relation to EHE. Although this is primarily aimed at LAs, schools should also be familiar with this guidance.

## **13 . Medical evidence**

If a child's attendance becomes a concern to school we can request medical evidence. Telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. A child sent home from school, by school is medical evidence.

We will write to parents of children who we require medical evidence for. Medical evidence can include the following:

- a copy of the prescription
- slip with date, pupil's name and surgery stamp signed by the receptionist
- medical appointment card with one appointment entered
- letters concerning hospital appointments
- print screen of medical notes
- doctor's medical certificate
- doctor's letter

Once the school receives medical evidence the absence is authorised. Non production of medical evidence results in an unauthorised absence being recorded.

#### **14. Celebrating Success**

Good attendance is a learned behaviour, it is important that good patterns of attendance are developed from the outset. This is integral to the school's expectations and ethos.

**Recognising and rewarding good attendance is an important part of the work of all staff. We celebrate success in the following ways:**

- i. Postcards sent home to congratulate children on good or improved attendance.
- ii. Weekly assembly with a certificate for the class with the highest attendance.
- iii. 100% attendance for the term assemblies bronze, silver and gold – certificate, badge, prize and a wristband.
- iv. 97% - 99.9% attendance for the term assemblies
- v. Attendance newsletter every term.
- vi. Attendance displays.
- vii. Attendance reported on the school website.
- viii. Attendance celebrated in school letters
- ix. Fantastic Fridays – one pupil from each year group is awarded a prize if they have attended 100% in the previous week.
- x. 10 Day Challenge three times a year to reduce absence at the end of a term
- xi. Individual attendance charts for pupils
- xii. A weekly record of the class attendance on display outside each classroom
- xiii. Spot prizes for the class with the highest attendance

#### **Attendance codes**

Attendance codes can be found in the following document:

<https://www.gov.uk/government/publications/school-attendance>