

Attendance Support Offer

All Day Every day the Crossflatts Way

Crossflatts Primary School promotes an Attendance Support Offer

We recognise that Early Intervention can have a positive impact for families and is central to our school vision and values

School will:

- Clearly communicate our expectations for attendance and our monitoring process.
 - Involve you in our attendance monitoring at every step of the process
 - Create a warm and welcoming environment
 - Deliver a motivating and stimulating curriculum
- Continue to offer support to families to overcome barriers to promote better attendance for all children.
- Create bespoke attendance programs and offers for those children unable to attend all sessions due to SEND or medical needs.
 - Remove barriers for pupils and support to resolve.
- Implement an effective attendance incentive and reward system
 - Celebrate successes when attendance has improved.
 - Promote effective multiagency work including Early Help.
- Not authorise any holidays, trips abroad and other leave of absences unless in exceptional circumstances.
 - Adhere to the schools Family Support Offer
 - Adhere to the Bradford Attendance Charter

We ask parents to:

- Ensure their child attends school every day, on time when they are fit and well.
- Inform us by 8.30am via the school office if your child is ill and unable to attend and keep us updated daily.
- Where possible make appointments out of school hours and if this is proving difficult an afternoon appointment after registration would be preferable
 - Do not book holidays or trips in term time.
- Apply for permission for term time leave in exceptional circumstances.
- If needed engage in the attendance support and monitoring process.

We ask our children to:

- Arrive every day on time ready to learn – 'Every minute counts'

Incentives and rewards

- School will hold weekly attendance assemblies, share attendance information on the blog and weave in opportunities to celebrate attendance throughout the school year.
 - Each class will have an attendance chart to record whole class attendance each week.
- Crossflatts attendance kiosk will be open every fortnight for those pupils who are good attenders to receive a prize or a treat.
- The big 100! Pupils who have attended school for 100% of the year will have their names put into a hat and the winner wins a National Trust Pass
 - Parents/carers can message teachers to reward their children dojo's for good and improved attendance routines.

Improving School Attendance

School attendance is monitored using a Staged Intervention model implemented by Bradford Council.

Staged Intervention to Attendance	
100%-96% Fantastic attendance	Our attendance target this year is 97% with an aim for most children's attendance to be 100%. To ensure we keep on track if your child's attendance is dropping towards 95% we will send you a dojo message to inform you.
90 – 95% Up to 19 days of school missed and approximately 100 lessons	<p style="text-align: center;"><u>Stage One Intervention – Advisory model for school</u></p> <p>If attendance falls below 95% over a 10 week period school will:</p> <ul style="list-style-type: none"> -Make parents aware of this and work with parents to address any missing marks and monitor and support for 2 weeks. -Send 'school letter 1' if no improvements are seen and there are outstanding missing marks or unauthorised absences and monitor for 2 weeks -Send 'school letter 2' if there are further unauthorised absences and invite parents/carers to an 'Attendance Support Meeting'. -Send school letter 'Med' - if patterns of illness and medical absence exist and no explanation why. -Escalate to Stage 2 Intervention or consider Penalty Notice if there is no improvement or no medical evidence received
80% - 90%. 85% = 29 days and 150 lessons 80% = 38 days and 200 lessons	<p style="text-align: center;"><u>Stage Two Intervention – mandatory model for school</u></p> <p>If attendance falls below 90% over a 10 week period, school will</p> <ul style="list-style-type: none"> -Issue Warning 'Letter 1' and monitor for 3 weeks. If Attendance is below 50% and/or the pupil has a Child in Need/Child Protection Plan a 'Warning Letter 1' and an announced home visit with the lead professional will take place -Invite parents to an 'Attendance Panel Meeting' and complete a 'Parenting Contract' and monitor attendance for 3 weeks. -An announced/unannounced home visit will take place to complete the 'Parenting Contract' if a parent/carer does not attend the meeting - School will complete the 'Parenting Contract' in the event of being unable to meet with the parents -School will consider whether a Penalty Notice should be requested -School will Issue 'Final Warning Letter' and complete the 'Statutory Intervention Request' for Stage Three Intervention
Below 80% 75% = 38 days and 250 lessons	<p style="text-align: center;"><u>Stage Three Intervention – implemented by Bradford Council</u></p> <p>Stage 3 Intervention initiates a criminal investigation in line with the Criminal Investigation Process. It is a minimum of 2 step process which involves the examination of evidence and questioning of the parent/carers. The aim of the investigation is to establish whether or not an offence has been committed. If the Local Authority establishes that an offence has been committed the parents/carers will then be formally made aware of this and requested to attend an interview under caution as a last opportunity to disclose any further information before legal action is instigated. School will continue to support pupils</p>

Early Years - Compulsory school age

Children are compulsory school age the term after their 5th birthday. To support all children in having good school attendance we will support and monitor attendance for the youngest children in the same way as all children. However, parents/carers will not receive Penalty Notices or be party to the Staged Intervention to Attendance.

We believe that the early years is a fundamental time to establish good routines and will support families to achieve this.

Getting to school on time

Any pupil arriving late before 9.15am will be marked as late (L code). If you are late 5 times in a 10 week period you will receive a letter and lateness will be monitored. If being late continues you may be invited into a meeting.

Any pupil arriving late to school after 9.15am will be recorded as an unauthorised late (U code). This is the same as an unauthorised absence and is monitored according to the Staged Intervention to Attendance

Term Time Leave and Penalty Notices (PN)

PN's are issued by Bradford Council for unauthorised term time leave

They are used as an alternative to prosecution

They are issued for unauthorised absences of 10 sessions (5days) in a rolling 10 week period. This spans across school years and school terms.

Absences include unauthorised term time leave (G codes), other/unknown circumstances (O codes) and arriving late to school after 09.15am (U codes)

First offence - £160 per parent per child paid within 28 days of the PN. Reduced to £80 if paid within 21 days.

Second offence (within 3 years) - £160 per parent per child paid within 28 days

Third or any further offences (within 3 years) - straight to magistrate's court with fines of up to £2500 per parent per child. If found guilty 'failure to safeguard a child's attendance' will be placed on parents DBS certificate.

Illness

Where the school has genuine and reasonable doubt about the authenticity of an illness we will ask for medical evidence to support the absence.

If a pupil over compulsory school age has missed 15 days or is expected to miss 15 days of school in a school year, through illness, consecutively or cumulatively, a 'sickness return' is received by the Local Authority.

This is to ensure the continuity of education for children with health needs and for multi-agency partners to agree on any provision for children who cannot attend school.

Medical Appointments

School will ask for evidence of appointments taken in school time

Information Sharing

School will collect data from SIMS and this is shared automatically with the Local Authority and the DFE