

The Crossflatts Way!

Improving Attendance

Listen, understand, empathise but do not tolerate - DFE
Rebecca Petrie -Attendance Champion



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 multi - agency work. This includes the use of Early Help and working alongside Educational, Social and Welfare Partners to develop action plans for support and improvement.
- Not authorise any holidays, trips abroad and other leave of absences unless in exceptional circumstances.
- 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 abroad in term time.
- Apply for permission for leave of absence 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.

Important Information.

LATES - Any pupil arriving late to school after 9.15am will be recorded as an unauthorised absence. When a pupil arrives late to school we ask that their parent/carer dropping them off fills in a Reason for Lateness form.

ILLNESS - Where the school has genuine and reasonable doubt about the authenticity of an illness we will ask for medical evidence to be requested 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 automatically 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.

DATA SHARING - School will collect attendance data from SIMS and this is shared automatically with the Local Authority and DFE.

Our Monitoring Process implemented by Bradford Council which will follow case by case and when appropriate

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	Stage One Intervention – Advisory for school If attendance falls below 95% over a 12 week period school will: -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	Stage Two Intervention – Mandatory for school If attendance falls below 90% over a 12 week period, school will -Issue Warning ‘Letter 1’ and monitor for 3 weeks. If Attendance is below 60% 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	Stage Three Intervention – Mandatory for the Local Authority 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 instigate. School will continue to support pupils.

Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.
Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates’ Court. Magistrates’ fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates’ Court can show on the parent’s future DBS certificate, due to ‘failure to safeguard a child’s education’.