



All Day. Every Day

The Crossflatts Way!

Improving Attendance

Listen, understand, empathise but do not tolerate - DFE 2022

Rebecca Petrie - Attendance Champion



School will:

- Clearly communicate our expectations for attendance and our monitoring process.
- Create a warm and welcoming environment
- Deliver a motivating and stimulating curriculum
- Implement an effective attendance reward system.
- 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 attendance issues.
- Involve you in our attendance monitoring at every step of the process
- Celebrate successes when attendance has been improved.
- Continue to offer support to families to overcome barriers to promote better attendance for all children.
- Promote effective inter agency work. This includes the use of Early Help and working alongside Educational, Social and Welfare Officers to develop action plans for support and improvement.

We ask parents to

- Ensure their child attends school every day, on time when they are fit and well.
- Inform us by 8.30am if your child is ill and unable to attend.
- Inform us again if the absence is likely to continue beyond three days
- Ask us if you need support.
- Where possible make appointments out of school hours
- Not book holidays or trips abroad in term time.
- Apply for permission for any exceptional absence.
- If needed engage in the attendance support and monitoring process.

We ask our children to:

- To bring the best of themselves every day on time and ready to learn - Every minute counts

★ Incentives and Rewards ★

We will hold weekly attendance assemblies, share information on the blog and weave in opportunities to celebrate attendance throughout the year.

Each class will have an attendance chart to record and celebrate whole class attendance each week.

The Crossflatts Kiosk - Children get to visit the kiosk for good attendance throughout the year

The Big 100! - Children attending for 100% of the year will have their names put into a hat and the winner wins a national trust family pass.

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

100%-96% Fantastic attendance! Well done	Our attendance target this year is 98% 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 If attendance falls below 95%, 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 <u>letter one</u> if no improvements are seen and there are outstanding missing marks or unauthorised absences and monitor for 2 weeks - Send school <u>letter two</u> if no improvements are seen or there are outstanding missing marks or unauthorised absences and monitor for 2 weeks. - Send school <u>letter three</u> , which invites parents to a meeting if no improvements are seen and complete the attendance meeting form setting targets and outlining actions by parents and professionals. This will be monitored in line with the individual family circumstances and the outcome of the meeting. - Provide support through Early Help or referral to other relevant services (this may impact on the progress through stage One)
80% - 90% 85% = 29 days and 150 lessons 80% = 38 days and 200 lessons	Stage Two Intervention If attendance falls below 90%, school will - Issue enforcement letter 1 and monitor for 3 weeks - Invite parents to a panel meeting and complete a parent contract and monitor for 3 weeks - Consider whether a Penalty Notice should be requested - Issue final warning letter and complete the statutory intervention request form (intervention by local authority) - Provide support through Early Help or referral to other relevant services (this may impact on the progress through stage 2)
Below 80% 75% = 38 days and 250 lessons	Stage Three Intervention - When all attempts to engage with the family at intervention stages 1 and 2 have failed, and the criteria has been met, the school will refer to Bradford Council to undertake a Stage 3 Intervention, which initiates a criminal investigation in line with the Criminal Investigation Process. This can result in a £2500 fine. School will continue to support the family. For further details please see the school attendance policy on the school website

Term Time holidays and trips abroad- reviewed on case by case

We have approximately 13 weeks holiday from school in the year. . Parents are encouraged to take holidays during this period. Families do not have a right to take their children out of school for the purposes of family holidays or trips abroad.

Government guidance instructs Head teachers **NOT** to authorise holidays and trips abroad in term time.

Permission for this type of absence should only be granted in the most exceptional circumstances. Taking your child out of school unauthorised for a period of more than three days will result in a penalty notice being issued. You must request leave of absence using the school pro-forma which can be obtained from the school office or our website. You will be informed within 7 days if your request has been authorised or unauthorised.

Other unauthorised absence

If a pupil has six sessions / 3 days of unauthorised absence in a period of six weeks we will instruct the local authority to issue a penalty notice.