



Malin Bridge Primary School

**Attendance
Strategy
2023-24**

What do we hope to achieve with our attendance strategy?

At Malin Bridge we want to support parents, carers and pupils in attending school every day. It is essential pupils attend school regularly in order to maximise the opportunities available to them. We recognise early identification and intervention is key when supporting families with attendance and punctuality.

Absence

The two main reasons why a child is not legitimately attending school, excluding illness is:

- Term time absence – This may be unauthorised holiday or other unexplained absence taking place in term time.
- Irregular attendance – Generally a longer series of short absences where there has been an unsatisfactory explanation for the absence, or no reason provided.

Parents and carers have a responsibility to ensure:

- Their child attends school, on time and is ready to learn.
- That on the first day of absence and at the earliest opportunity, provide a reason for absence, being specific about the nature of the illness.
- That they keep the school informed if the absence persists.

Information about school registers and monitoring attendance

- School registers close at 8:50am.
- Any child that arrives after 8:50 and up to 9:30am will receive a late mark (L) before the register has closed.
- Arrivals after 9:30am will receive a U mark, which is a present mark for pupils arriving after register has closed.
- Pupil attendance below 90% is classed as 'persistent absence' and is equal to one day off every two weeks.
- Nursery attendance matters. Morning registers close at 8:45am and afternoon registers close at 12:30pm.
- Nursery children must attend in order to maintain the funding that they are receiving.

Strategies for managing and improving attendance and lateness

- First day of absence calls made by office staff to parents and carers.
- Clear allocation of attendance responsibilities to admin, teaching and leadership staff.
- Use of correct and appropriate attendance codes by staff.
- Discussions with the Class Teacher/School leaders/Support staff and correspondence from school e.g. Attendance/punctuality letters.
- Teachers explain the impact of missing lessons; "If you had missed school today you would not be able to do this tomorrow."
- Children are encouraged to attend school when taking medicines with parents and carers leaving the medication at the school office and completing the necessary forms.
- Rigorous tracking and analysis of attendance data at pupil and group level.
- Targeted early intervention and support for attendance and punctuality with a clear focus on pupils who are disadvantaged.
- Robust procedures in place for day-to-day management of attendance, including speaking to parents on the first day of absence and following up on the third day of absence.
- Weekly monitoring of attendance by the school Attendance Clerk with attendance concern letters sent to parents and carers once attendance patterns indicate a decline in attendance or increase in lateness.
- Half termly attendance meetings held by senior leaders to focus on whole school attendance targets, attendance data and caseloads.
- Parents and carers encouraged to engage with the Education Welfare Officer (EWO) regarding attendance and punctuality so they can receive support where needed.
- EWO caseload created and monitored every half term by school leaders and EWO to support families with school attendance.
- EWO will make home visits or arranging meetings when appropriate and where attendance or punctuality is a cause for concern.
- Congratulatory letters sent to families when children are removed from the EWO monitoring list following attendance improvements.
- Involvement of Attendance and Inclusion Officers from the Local Authority where pupil attendance or punctuality is a concern and needs escalating.

Tackling persistent absence, punctuality and how the Local Authority Supports and intervenes

- The primary focus for our EWO are children with attendance at 90% and below. Target groups, for example, disadvantaged pupils are a priority group. We also monitor punctuality closely and will add children to the EWO caseload if they too are a concern.
- Letters are sent each half term, where attendance is close to or below 90% and is irregular, for example patterns of absence every week.
- For children being monitored by the school our EWO will make a home visits on the 3rd day of an unauthorised attendance.
- Where the school and/or EWO intervention has no impact on attendance, school leaders will then consult with the Local Authority Attendance and Inclusion Service with regards to a school attendance meeting, penalty notices or legal action.
- School will follow the local authority term time leave policy and will request the issuing of penalty notices where holidays are taken for 5+ days and where it is deemed that there are no exceptional circumstances.
- Strategies for managing and improving attendance or punctuality will be agreed with parents and carers with the intention that rapid improvement is seen.
- Penalty notices can be issued for non-school attendance or term time absence, following the School's Attendance Policy. All penalty notice fines are issued by the local authority.

This attendance strategy is reviewed and updated annually, each September, by the Attendance Champion and Attendance Lead.



Where can I find out more information?

There is more information on the following websites:

[Attendance & Punctuality – Malin Bridge Primary School](#)

[Attendance guidance for schools | Sheffield City Council](#)