Appendix 1 Primary Academy Attendance Policy Appendix

Academy Name: Newnham and Welton CE Primary

Senior Attendance Champion:

Liam Benner Principal

Senior Attendance Champions:

Miss Claire Glover (Attendance Lead Newnham/DDSL)

Mrs Natalie Blackham (Attendance Lead/DDSL)

Safeguarding and Attendance Link Governor: TBC

The Timings of the School Day: School starts at 8.45am and ends at 3.30pm. Gates close at 9.00am, any child arriving after this time will need to arrive through the main office entrance accompanied by a parent/carer who must sign their child in. After 9:30am all registers will be closed and children arriving after this time will be marked as absent on the register. We offer breakfast clubs from 7.30am to support parents/carers in ensuring their child arrives at school on time each day, for a small charge. After school care is also available to further support parents.

How to report your child as being absent from school and what will happen next: All absences should be reported by parents/carers to the respective school offices before 8.45am on the first day of absence, further calls should be made to the school office each morning the child is absent from school. Class teachers are responsible for ensuring their class register is completed by 9.00am prompt, using Bromcom, any child arriving after 9.00am will be marked late at the school office. After 9:30am all registers will be closed and children arriving after this time will be marked as absent on the register. Phone calls will be made to parents of any child not in attendance if there has been no notification. Absences will remain unauthorised if we do not receive a valid reason for the absence or if no contact has been made with the parent. Home visits may commence by the Attendance Lead and additional member of staff for any child if the family has not been contactable by phone to ensure their safety and wellbeing.

How to request a leave of absence for your child: If you would like to request a leave of absence during term-time, please complete the form located in the school offices, which will be responded to in a timely manner via letter and MCAS. We actively discourage any term-time leave and ask that you only book holidays within the school holiday time (please refer to our website and not the County Council website). Head Teachers may only grant leave in exceptional circumstances, considering each application individually based on the facts and circumstances.

How we keep parents informed about their child's attendance: Whole school and class attendance is shared via our weekly assemblies. Parents can also access their child's attendance data via the MCAS app, their attendance is also shared in their end of term reports. Where a pupil's attendance or punctuality falls below our expectation of 97%, a phone call may be made by the Attendance Lead to discuss these concerns and support offered by the Pastoral Team. Letters will also be sent via MCAS if a child's attendance has not improved during the next monitoring period. Should absences continue, parents will be invited in for a meeting with the Attendance Lead, to discuss any barriers that may be preventing attendance and to ensure that parents understand the help and support that is available. A referral may also be made to the Local Authority for irregular attendance/term time leave of absence. (see working with our Local authority).

How we encourage and promote good attendance and punctuality: Classes with the highest attendance are recognised during the whole school celebration assembly. Children with 100% attendance and punctuality for a whole term are placed in a prize draw for David Ross Education Trust Attendance and a chance for 2 lucky families

to win a food hamper.

What we are prioritising in our current academy attendance strategy: Reduce absence due to illness as this currently makes up the majority of our absence. Actions: Send out information to parents about minor illness and being in school.

Give clear guidance on when a child should be in school and when they shouldn't.

Send out good health and hygiene guidance to try to prevent the spread of illness.

Encourage children to come to school if they have a cough or a cold.

Continue to ensure that children understand the importance of attendance so that they want to come to school.

Work with specific families where children have a lot of time off for minor illnesses – workshops, meetings, letters, info etc.

Setting high expectations for new starters. Actions:

Share expectations for children to attend 100% in their first four weeks at school.

Share information through letters.

Send encouraging texts to show what their attendance is so far and how much longer to achieve 100% for 4 weeks.

Follow up any absence in the first 4 weeks, sharing attendance data and the school's expectations clearly.

Address any identified barriers to attendance quickly and effectively using the school's attendance policy.

Working with our local authority: The new DfE working together to improve school attendance guidance applies from 19th August 2024. West Northamptonshire Council have set out changes for issuing penalty notices below: "If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the Local authority for consideration of legal action. This could include, a Penalty Notice payable up to £160 fine without further reference to you for a penalty notice this warning is valid for 12 months. Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000. Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment." **For further information and support with concerns around your child's attendance please visit**: Attendance and behaviour advice for parents | West Northamptonshire Council (westnorthants.gov.uk)

Academies located in West Northamptonshire CC, include this section:

West Northamptonshire County Council requires that we share the following information with parents:

If you take your child out of school for an accumulative total of 5 days or more (10 sessions) (90%) over a period of 10 weeks, the school will deem this as irregular attendance and will consider a referral to the local authority for consideration of legal action.

This could include:

- a Penalty Notice, payable at £80 if paid within 21 days, rising to £160 if paid within 28 days. No more than 2 penalty notices can be issued to a parent for the same child within a rolling 3-year period; a second notice within that period is charged at £160 with no option for the lower rate, and a further offence after that must be considered for prosecution or another legal intervention rather than a further fine
- prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000
- prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months' imprisonment

How we will support your child if they are absent from school due to mental or physical ill health and/or special educational needs and disabilities: SEND, Physical, Mental and Emotional Needs. We have the same high expectations for the good attendance of pupils with SEND and those with physical, mental health conditions or emotional needs but understand that some of these pupils may face greater barriers to attendance than their peers. We may put additional support in place where necessary to help these pupils access their full-time education. This may include making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed. We may also work with external partners including the local authority or health services, making referrals in a timely manner and working together with those services to deliver any subsequent support. Our attendance team is able to offer support to children and their families through absence linked to mental, physical ill health or emotional needs. Please, in these circumstances, contact the school office to make appropriate arrangements regarding support. During this time, we will continue to follow our safeguarding procedures, staff will be in regular contact with families and may conduct home visits to ensure the children's safety and wellbeing.