

# Meadowfield Primary



CHILD FRIENDLY ATTENDANCE PROTOCOL

Updated September 2024

## Introduction

Education is important. Missing school means missing out. You should be at school, on time and ready to learn, every day that the school is open. We know you are sometimes poorly or unhappy, but we all have to work together to get you back into school as soon possible.

When you are absent, the Oasis will find out why. If there is a special reason you can't be on time because of your Special Educational Needs, we will understand and help with this.

All other children have a school agreed target of 95.5% attendance.

We are part of Red Kite Learning Trust and work with them to improve your attendance.

### **How do we monitor your child's attendance?**

If your child is absent from school, first we will phone you. If we have no response, we will complete a home visit.

- 95.5%** Your child's attendance target
- Below 95%** Child's attendance monitored by school
- Below 90%** Child is considered a persistent absentee

190 <b>DAYS FOR YOUR CHILD'S EDUCATION EACH YEAR</b>	10 DAYS ABSENCE  <b>180 DAYS OF EDUCATION</b>	19 DAYS ABSENCE  <b>A MONTH MISSED OF EDUCATION</b>	29 DAYS ABSENCE  <b>A WHOLE HALF TERM MISSED</b>	38 DAYS ABSENCE  <b>2 MONTHS OF SCHOOL MISSED</b>	47 DAYS ABSENCE  <b>NEARLY 1/4 OF SCHOOL YEAR MISSED</b>
100%	95%	90%	85%	80%	75%

**Good**  
**Best chance of success!!**

**Worrying**  
30 hours of maths missed  
45 hours of English missed  
15 hours of playing with friends missed  
12 hours of PE missed

**Serious concern—possible court action**

50 hours of maths missed  
75 hours of English missed  
25 hours of playing with friends missed  
20 hours of PE missed

## **Aims**

We want

- Everyone to work together to make sure you are in school learning
- You to feel safe, secure and valued
- To celebrate success and achievement in your learning
- You to know how important good attendance is
- To know when you are absent and why, so that we can help

## **Expectations**

You have a responsibility to come to school, be kind and do your best in your learning.

We expect you:

- To respect yourself and others
- To try your best to be here every day and on time
- To tell a trusted adult if you are being bullied
- To be kind and friendly to other children
- To be happy, and help others to be happy, healthy and safe

Your Parents and Carers should help you get to school every day and on time. If they don't they could get in trouble.

Parents/Carers should:

- Give school two phone numbers that work
- Try to make appointments outside of school, or bring you in to school before and after appointments
- Make sure you are here every day and on time, and in uniform
- Work with the Oasis if there is a problem
- Support you and celebrate your successes and achievements

We will make school a happy place where you can learn what you need to learn. We will work with you and your Parent/Carers to help your attendance. We will keep a record of any absences or lates, and the reason for them.

To help you and your families we will :

- Make school somewhere you want to be
- Teach you about being here every day and on time, and about how important attendance is for your learning
- Track your attendance so that we can see if you need help
- Talk to, and listen to, your Parents and Carers
- Help children who come back to school after being absent
- Make learning and clubs fun, so you want to be here
- To celebrate good and improving attendance

## **Routines and Record Keeping**

**Authorised absences** are when you have a good reason for being absent, for example being very ill or having a hospital appointment, or you have permission from Mrs Stout.

**Unauthorised absences** are when you don't have a good reason. This includes going on holiday during term time.

### **Persistent Absentees - less than 90% attendance**

The Oasis will watch everyone's attendance. Anyone who dips below 90% will get support from the Oasis.

### **Daily Procedures**

- The classroom doors open at 8.45am and the teacher takes the register at 8.55am. The Oasis check who is absent.
- Children who are late after 8.55am report to the Daisy Gate where you will be asked why they are late. Children who are late disrupt the class and miss vital teaching time. It can also make them feel embarrassed, so please arrive on time.
- Children arriving after 9.10am come to the main office.
- Children arriving after 9:40am without an authorised reason will get an absence mark

<b>LATENESS = LOST LEARNING</b> (Figures below are calculated over a school year)	
<b>5 minutes late each day</b>	<b>3 days lost</b>
<b>10 minutes late each day</b>	<b>6.5 days lost</b>
<b>15 minutes late each day</b>	<b>10 days lost</b>
<b>20 minutes late each day</b>	<b>13 days lost</b>
<b>30 minutes late each day</b>	<b>19 days lost</b>

All the staff work together to help with attendance.

### **Safeguarding**

- The Oasis check your attendance every day
- Your teacher will talk to the Oasis if they are worried about your attendance
- The Oasis will phone your Parent/Carer if you are absent to find out why
- If you are away for three days, and the Oasis are worried about the reason why, they will visit your house
- The Oasis might get help from other organisations, like the police, if they are worried about you.

- If your attendance is really poor, your Parents/Carers might get a fine (they have to pay money)

### Strategies used to promote good attendance

- Your Parents/Carers will be given a leaflet about attendance every year
- Application of the Tier system:

Tiers	Percentage	Criteria
Tier 1	100% - 95%	No attendance issues. Attendance above 95% (we adjust this benchmark as the school averages/targets change). Monitored/praise by class teacher/teaching assistant. Pushed for 100% attendance.
Tier 2	94.99% - 92%	Attendance between 92-95% or below that but an atypical authorised absence. For example, a holiday which has been fined for a usually perfect attender, a illness/operation that was genuinely serious, a known serious medical condition. This tier is for moderate attenders who could improve or for one off big absences, in an otherwise perfect attending student. Monitored/praised by class teacher/teaching assistant. Push for otherwise 100% attendance.
Tier 3	91.99% - 88%	Attendance between 88-92% due to broken weeks and low key frequent absences. <b>Persistent Absence Prevent approach – discussed in weekly ACT meeting</b>
Tier 4	87.99% - 80%	Attendance between 80-88 due to broken weeks and low key frequent absences. <b>PA Recover approach – discussed in weekly ACT meeting</b>
Tier 5	79.99% - 60%	Attendance between 60-80%. <b>PA Active group. Referral to cluster</b>
Tier 6	59.99% - 40%	Attendance below 60%. <b>Severe Absence; Entrenched PA Group- work with cluster</b>
Tier 7	39.99% - 10%	Deeply entrenched absentees/school refusers but are engaging with cluster or other support mechanisms. <b>Severe Absence; Entrenched PA Recovery</b>
Tier 8	9.99% - 0%	Absolute school refusers. Severe Absence; Entrenched. No movement despite intervention. No engagement with offers of support. <b>School Refusal.</b>

- The Oasis will send your Parents/Carers a letter if they are worried about your attendance. If it doesn't improve, your Parents/Carers will be asked to come to a meeting.
- Every half term, congratulation emails or Dojo's are sent to your Parents/Carers if you achieve over 96%.
- Every week, thank you emails will be sent to your Parents/Carers if you have achieved 100% the previous week.
- Every term, your Parents/Carers have the chance to be entered into a raffle to win a family hamper, if you have outstanding attendance or if you have most improved attendance.
- The online Oasis Newsletter is updated weekly with attendance updates and information
- Every half term, an attendance assembly is held. Children who have achieved outstanding attendance and children who have the most improved attendance will receive a congratulations certificate and a prize. In this assembly the attendance mascot visits each class to deliver the certificates.
- At the end of the school year certificates and medals are awarded to children achieving outstanding attendance and the children who have the most improved attendance. The

awards are presented during a special Attendance Assembly to which your Parents/Carers are invited.

- Every Friday in assembly, the Attendance Team award the class who have achieved the attendance target (95.5%) with a certificate, a special breakfast and a non-school uniform day.
- An attendance board in school, where classes race to be the best attending class and win a healthy treat at the end of term.
- An attendance day trip in the summer term for children who have outstanding attendance and children who have the most improved attendance
- The Oasis will look at how they can help your family if your attendance is a problem

### **Parents/carers can support the attendance team by**

- Having good bedtime and wake up times
- Showing you that attendance is important
- Asking school for help if you do not want to come school
- Talk to you about your learning and your time at school
- Making sure you only have time off when you really need to