

## Ranvilles Junior School Agreed Procedures

### RJS Attendance System

#### Rationale:

Attendance at school is imperative to ensure holistic success in relation to academic achievements and the Arts. It is also vital for the school to know the whereabouts of a child assuming that all children on the school register have been sent to school by their parents each morning. Assuring parents that our internal system for monitoring attendance and safeguarding is effective, is vital for the well-being of all our children; it is a core duty. This procedure will assure families that our children's safety and well-being is our first priority.

#### Procedure:

#### Stage 1

**Safeguarding and Attendance practice for all pupils to ensure wellbeing.**

**Intervention process for pupils with 95% attendance or below.**

1. Displays in reception areas with whole school target and cumulative totals for school for absence and punctuality.
2. First day of absence – parents to contact the School Office with a phone call for reason for absence by 09.00 – leave a message on answerphone if required.
3. School Office to phone first contact between 09.10 and 09.20 if no call has been received from home: *safeguarding reason for absence recorded*
4. School Office to leave a voice message if first contact does not answer between 09.10 and 09.20.
5. School Office to text message first contact at 09.30 if no reply to the school has been made.
6. School Office to call second contact at 09.45 if first contact cannot be reached: *safeguarding reason for absence recorded*
7. School Office to advise SLT if no acknowledgement of communication has been made by first or second contact
8. SLT to visit home to ascertain pupil is safe: *safeguarding reason for absence recorded*
9. Consideration of leave of absence is for exceptional circumstances only – holidays during term times will not be authorised
10. Analysis of attendance will be completed by Office Manager and SLT – parents will be informed of attendance total and support offered as appropriate – Stage 1 letter issued. Monitor over a 6 week period (move to Stage 2 as appropriate)
11. Prior to Parents Evening, teachers will be given an attendance summary for their class and will speak with parents of children whose attendance is of concern.
12. Central Log outlining all interventions and minutes of HT/AO meetings completed to support increase in attendance

#### Stage 2

**Regular patterns of absence and below 94% absence rate**

13. The Office Manager to report attendance of concern to SLT as a regular half- term agenda item.
14. SLT to contact parents with a Stage 2 letter to discuss attendance and the impact on education and well-being (as appropriate to and in consideration of the needs of the child).
15. Monitor over the course of one month, if there is no improvement; request a meeting with the parents and Home/School Link Worker – move to Stage 3 as appropriate

#### Stage 3

**Persistent patterns of absence classified as persistent absenteeism or moving towards 92% and below**

16. HT/AO to meet with families following issue of Stage 3 letter. School and home to work in close collaboration, sensitive to the needs to the child, to establish appropriate interventions that support higher attendance at school
17. Actions will be agreed at the meeting, minutes taken and recorded on the Central Log
18. Monitor for 6 weeks, if there is a sustained improvement – move to Stage 2 with continued monitoring
19. If no sustained improvement has been made seek external support from Hampshire County Council to prevent the family being at risk of a penalty notice
20. Issue a penalty notice in correlation with Hampshire County Council guidance if required.

**Teachers will:**

- be vigilant and observant of pupils' time-keeping and well-being
- work in close partnership with parents to maintain supportive links
- advise the Home/School Link Worker as appropriate to seek advice and guidance

**Pupils will:**

- come straight to school as directed by their parents / guardians
- at 08.45am opt to go straight into class or to play on the playground
- attend school regularly and share any concerns with staff to ensure well-being

**SLT and Office Management will:**

- work in close partnership to monitor attendance for education and safeguarding reasons
- work in close partnership with parents to establish positive relationships for the benefit of the children
- support parents, as appropriate, to ensure children attend school daily