



MILTON SCHOOL

Attendance Policy



1	Summary	Attendance Policy	
2	Responsible person	Helen Wassell	
3	Accountable SLT member	Claire Patton Victoria Till Elise Bowen	
4	Applies to	<input checked="" type="checkbox"/> All staff <input checked="" type="checkbox"/> Support staff <input checked="" type="checkbox"/> Teaching staff	
5	Who has overseen development of this policy		
6	Who has been consulted and recommended policy for approval		
7	Approved by and date		
8	Version number		
9	Available on	Trust website	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
		Academy website	<input type="checkbox"/> Y <input type="checkbox"/> N
		SharePoint	<input type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)		
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff	
12	Date of implementation (when shared)		
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N	



Contents

1. Introduction	4
2. Attendance.....	5
3. Implementation of the policy	6
4. Monitoring of the Policy.....	10



1. Introduction

Attendance and Punctuality Policy 2022/2023

Good attendance and punctuality are important if teaching and learning time is to be maximised and the child is to receive a full curriculum entitlement. The school aims to achieve good attendance and punctuality by operating a policy within which staff, pupils, parents and the Local Authority can work in partnership. The school monitors attendance and lateness and addresses identified problems. It is important that there are clear procedures with regard to these two issues. It is essential the impact is minimised on individual children and on the school's progress.



2. Attendance

At Milton School, safeguarding our pupils is always our foremost priority and we ensure our procedures supporting and improving attendance reflect this. Milton School is committed to improving attendance for all pupils.

Our ultimate aim is to improve the attendance of each individual pupil and therefore the overall attendance of the school.

We will do this by:

- All staff and governors make attendance and punctuality a school improvement priority and understand they have a role to play in improving this.
- Providing a clear framework which defines agreed roles and responsibilities, ensuring consistency in carrying out tasks.
- Regular monitoring of attendance and punctuality.
- Developing a systematic approach to gathering and analysing attendance related data.
- Pupils with poor attendance and/or punctuality are supported with a personalised attendance plan.
- Pupils and their parents/carers are made aware of the importance of good attendance and punctuality and informed of the consequences when it is not.
- Pupils with good or rapidly improving attendance are recognised and rewarded.
- Promoting effective partnerships with Early Help and Social Care, the Local Authority and other agencies.



3. Implementation of the policy

3.1 Punctuality

All pupils should arrive promptly each day.

Many of our pupils are transported to school often by local authority transport. Where this is the case pupils should be ready in plenty of time for the vehicle to arrive at their home. Alternative transport cannot be arranged if it is missed.

The school gates and doors open from 8:50am and pupils are expected to arrive by 8:55am giving time to get to their classroom ready for registration at 9.00am. Lessons start promptly at 9:05am. Pupils are greeted by staff from their Keystage at the Storey Street entrance.

3.2 Registers

Registers are a legal document and must be taken clearly and accurately, using the correct codes.

Registers are taken by the teaching staff at the start of each morning and afternoon sessions.

3.3 Role of the parent/carer

Parents/carers have a legal duty to send their children to school regularly and risk prosecution if they fail in this duty.

We encourage an open dialogue with parents about attendance as this helps to identify areas of concern.

Parents/carers must contact the school on the first day of absence by telephone before the start of the school day. If the school is not informed of the absence the school will make contact by 10:00am.

Parents/carers should attempt to arrange appointments for their child or young person outside normal school hours whenever possible. When the appointment is local, the student will be expected to attend school before and/or after the appointment.

Parents/carer are notified of high expectations for good attendance at the admission meeting.



3.4 Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised Absence - Authorised absences are mornings or afternoons away from school for a good reason like illness, evidenced medical/dental appointments, emergencies or other unavoidable causes, which unavoidably fall in school time.

These include:

- Illness
- Religious observance

Unauthorised Absence - Unauthorised absences are those which legislation does not consider reasonable and for which no "leave" has been given.

Certificates are awarded each half term to pupils who have significantly improved their attendance or have excellent attendance.

Pupils who have a personalised attendance plan may also have their own reward system.

3.5 Persistent Absentees

Attendance is carefully monitored throughout the year. If a child is not in school, they miss blocks of their learning. The government's expectation for attendance is 96%.

When a child's attendance falls below 90% they are classed as a persistent absentee. If this happens we may follow the local authority School Attendance Matters Pathway (SAMP) which can ultimately lead to a fixed penalty notice and/or legal action. We would always prefer to work with parents/carers to improve attendance rather than move towards fixed penalty notices. If you are finding it difficult to get your child to school, contact us straight away so that we can find a solution together.

3.6 Lateness

Pupils arriving after 9:00am will be given a late mark (L). Any pupils arriving later than 9:45am will be given a Late After Register Closes mark (U). Lateness will be carefully monitored, and parents/carers may be invited into school to discuss if concerns are identified.



3.7 Holidays

The decision to authorise holidays taken during term time lies with the head of school. If you intend to take your child out of school during term time you are required to complete and return a holiday request form. Any holiday taken without the completion and return of a form will be unauthorised and may result in us following the local authority School Attendance Matters Pathway (SAMP) which can ultimately lead to a fixed penalty notice and/or legal action.

3.8 Rewarding improved and good attendance.

A range of awards are used to encourage good attendance.

Each week the class with the highest and /or 100% attendance is given a certificate.

Each week all pupils who have 100% attendance are entered for a prize draw. Pupils with 100% attendance are entered for a grand prize draw. These achievements are also celebrated through newsletters and social media.

3.9 Framework for implementing school absence procedure and attendance policy

Procedure	Role	Responsibility
First day of absence	Attendance Officer	Contact parent/carers by 10:00am to question reason for absence. Reason for absence to be logged on Arbor. Parent/carer to be told to ring the following day if pupil remains absent.
Second day of absence with no contact made by parents	Attendance Officer/Safeguarding	Home visit may be made to share attendance information and identify plan for returning to school. Visits may take place earlier if the family is receiving external support or school has concerns.
Unauthorised absences lasting more than 5 days and absence from illness lasting more than 10 days	Attendance Officer/Safeguarding	Home visit may be made to share attendance information and identify plan for returning to school. Visits may take place earlier if the family is receiving external support or school has concerns.
Daily	Attendance Officer	Check attendance for pupils who are dual rolled and due to attend alternative provision.
Daily	Attendance Officer	Email SLT and teaching staff with pupil absences.
Daily	Head of School	Identify if reasons given for absence are unauthorised and any action needed.
Daily	Attendance Officer	Inform social care of any unauthorised absences for pupils known to them.



Every Friday	Attendance Officer	Identify class with highest attendance.
When requested	Attendance Officer	Attendance Officer to provide the following to Heads of School: <ul style="list-style-type: none">• Headline attendance data for cohort, PP, CLA• Updates on Persistent Absentees• Updates on Raising Attendance Plans
Half termly	Attendance Officer Head of School	Produce certificates/rewards and celebrate improvements/good attendance.
Half termly	Attendance Officer	Update attendance report and email to SLT.
Termly	Class Teacher	Share attendance with parents/carers at Parents evenings.



4. Monitoring of the Policy

Monitoring of the attendance policy is continuous and proactive.

The Attendance Officer updates senior leaders daily on pupil absence and reasons for this.

Attendance is on the agenda of the weekly safeguarding meeting. At this meeting the following is always discussed and followed up:

- Overall attendance for the setting and vulnerable groups
- Attendance of persistent absentees
- Pupils requiring a Raising Attendance Plan and reviews.

Attendance data is collected by the Trust at the end of each term.

Attendance data is shared with the governors each term and discussed with the Safeguarding governor each term.