



Pupil Attendance Policy

In accordance with the Policy of the Multi-Academy Trust, attendance is a key priority. Drapers' Maylands Primary School will endeavour to ensure good attendance for all pupils by:

REWARDS

EYFS and Key Stage 1 pupils who attend 100% each week receive a sticker reward during registration on a Friday.

Weekly attendance percentage for the whole school is visually displayed in the reception area on an Attend and Succeed Board.

Class attendance is celebrated in assembly on a Friday, with a cup awarded to the class with the highest attendance.

All pupils with 100% attendance for the term will receive a certificate.

Each term a letter to thank the families and carers for supporting attendance above 98% is sent.

All pupils with 100% attendance for the academic year will receive a medal with their certificate at the end of the Summer Term.

A winner, selected at random, from the 100% attendees will win a prize for their family to enjoy together.

MONITORING

Each week, attendance for each class is monitored to identify pupils with persistent absence. The following procedures will be used to support the pupils attending our school:

1. If there are 3 periods of absence in a half-term, a letter with a copy of the Policy and Procedures and will be sent to parents and carers to invite them to a supportive meeting with the Learning Mentor or other member of the senior Leadership Team.
2. At the end of the term, if attendance for a pupil is 90% or less- which is referred to as *persistent absence*, a letter of concern and invitation to discuss the matter with the Principal or Senior Leader will be sent to the parents or carers. During this meeting, an Attendance Action Plan will be agreed between the school and the parent/ carer to ensure that the pupil is enabled to receive their right to a full-time education.
3. If *persistent absence* continues, or the Attendance Action Plan fails, support for the family will be sought from other agencies. At the discretion of the Principal or designated Safeguarding lead, the attendance issues may become safeguarding concerns. The Local Authority will be involved to support the school at this step. They are able to use Legal action to enforce school attendance. Please see the **Gov.Uk** website for further information.



(Taken from the Gov.Uk Website)

Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give you:

- *a Parenting Order*
- *an Education Supervision Order*
- *a School Attendance Order*
- *a fine (sometimes known as a 'penalty notice')*

You can be given one or more of these but the council doesn't have to do this before prosecuting you.

Parenting Order

This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.

Education Supervision Order

If the council thinks you need support getting your child to go to school but you're not co-operating, they can apply to a court for an Education Supervision Order.

A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

School Attendance Order

You'll get a School Attendance Order if the local council thinks your child isn't getting an education. You have 15 days to provide evidence that you've registered your child with a school or that you're giving them home education.

The order will require you to send your child to a specific school. If you don't, you could be prosecuted or given a fine.

Fine

Your local council can give you a fine of £60, which rises to £120 if you don't pay within 21 days. You may be prosecuted if you don't pay the fine after 28 days.

Check your local council's rules on when you can be fined.

Prosecution

You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

Attendance and punctuality are important for all pupils to make progress towards and beyond their abilities. We will do all that we can to make sure that support is in place when parents and carers need it but we will also do all we can to make sure that children's rights are met.

If a pupil had SEND or medical reasons which affect their attendance, this will be documented, discussed and supported without prejudice.