

# Attendance at Stowlawn Primary School

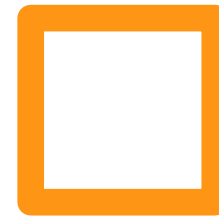
# Attendance Key Staff

Mrs Charles – Headteacher and overview



Mrs Green – AHT for personal development and our “Attendance Champion”

Mrs McCallion – Attendance and Medical support worker



Miss Manby – Pastoral support officer ( links to safeguarding)

Ms Davis – EWO Educational Welfare Officer (external)

# Attendance and lateness

Why is it so important for my child to be here on time every day ?

## Learning

School learning moves at a tremendous pace – just one day may cause a gap in your children’s learning

Learning at Stowlawn starts at 8.45am !

## Anxiety

The more a child misses school the more they find it hard to make and sustain friendships

Many children who arrive late find it hard to enter a classroom or assembly where learning has already started, feeling it draws attention to themselves

# Attendance “jargon”

## Percentage attendance / days missed

Ways of calculating or highlighting a child’s attendance or absence. Our overall school percentage of attendance has to be reported externally.

## At Risk of Persistent Absence

Children whose attendance drops below 95% at any time during the year.

## Persistently Absent

Children whose attendance is below 90%. This means they will have missed a tenth of available sessions / 19 days / 4 weeks of learning over the year

## Severely Absent

Children whose attendance is 50% or below meaning over the year they will have missed half of the available sessions / 95 days of learning over the year

# Parent's and School's Responsibilities

Changes to the law and expectations around attendance were introduced on August 16<sup>th</sup> 2024.

Taken from DFE document : Table of responsibilities for school attendance (August 2024)

## **All Parents Should :**

**Ensure their child attends every day the school is open except when a statutory reason applies.**

**Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).**

**Only request leave of absence in exceptional circumstances and do so in advance.**

**Book any medical appointments around the school day where possible.**

## **Parents with children at risk of being persistently absent :**

Work with the school and local authority to help them understand their child's barriers to attendance.

Proactively engage with the support offered to prevent the need for more formal support.

## **Parents with children who are persistently absent / severely absent :**

Work with the school and local authority to help them understand their child's barriers to attendance.

Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention

# Parent's and School's Responsibilities

## Schools have a duty to support good attendance

Even though legal responsibility lies with you as parents, we also have a responsibility to manage and improve attendance. The DfE expects us to:



Build strong relationships with families to understand and remove barriers to attendance

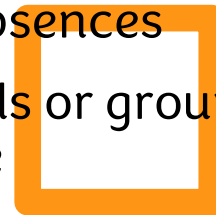
Develop and maintain a whole-school culture that promotes high attendance

Have a clear attendance policy which staff, pupils and parents/carers can understand

Accurately complete admission and attendance records

Have effective day-to-day processes in place to follow up on absences

Regularly monitor and analyse attendance data to identify pupils or groups that need extra support, and put effective strategies in place to support their attendance



Share information and work collaboratively with other schools in our area, LA and other safeguarding partners to support attendance

Be particularly mindful of pupils who are absent due to mental or physical ill health, or their SEND (special educational needs and/or disabilities), and give additional support where needed

# Measuring and Monitoring Attendance

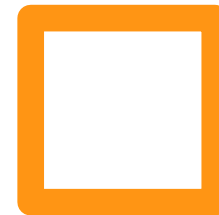
Children attend school for 190 days out of 364 days(365 in leap year)

There are 2 sessions every day = 380 sessions over the year

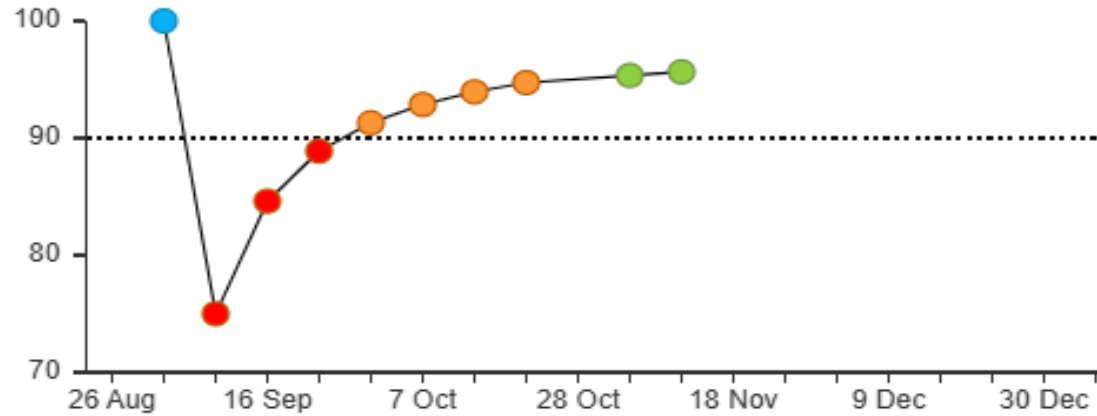
Calculations only officially include Reception / Statutory school age

Attendance is measured on a rolling basis.

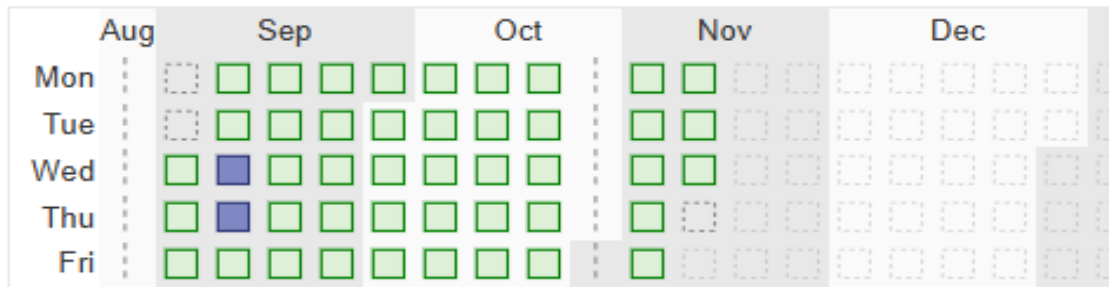
We are sending out reports every half term.



Cumulative Attendance %



Weekly Attendance Overview



Present Late before register closed Authorised absence



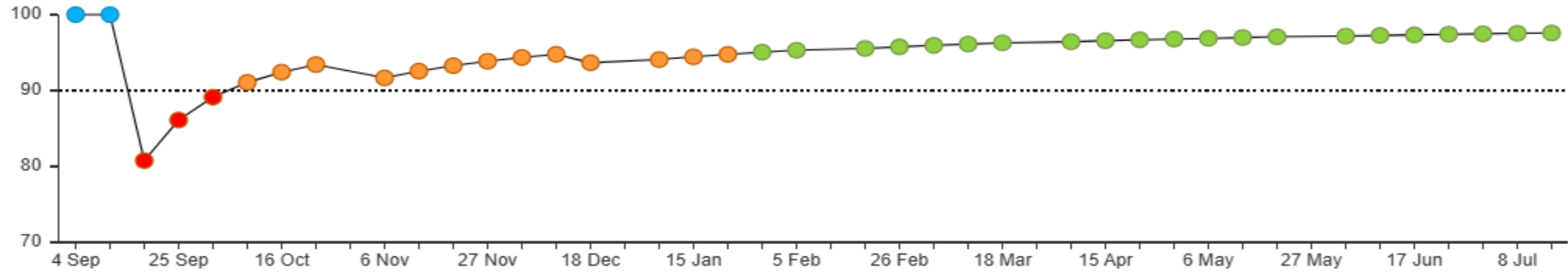
# Beginning of Year Report





# Whole Year Report

Cumulative Attendance %



Weekly Attendance Overview

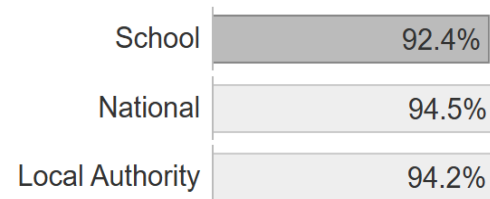


■ Present   
 ■ Late before register closed   
 ■ Authorised absence   
 ■ Unauthorised absence   
 ■ 10-in-10 threshold met   
 □ Closed / no data

# Attendance figures at the end of last academic year

Summary of 372 Pupils (in class 1 Birch, 2 Holly, 5 Hawthorn, 4 Cherry, 4 Willow, Beech, 6 Maple, 3 Oak, 6 Poplar, Ash, 1 Rowan, 2 Chestnut, 5 Pine or 3 Elder)

## Attendance percentage



## 15-18 days missed



## 19+ days missed



## Absences

- 7.9% overall absence
  - 5.4% authorised
  - 2.5% unauthorised
- 17 pupils unauthorised absent for 10+ days

## Absence Patterns

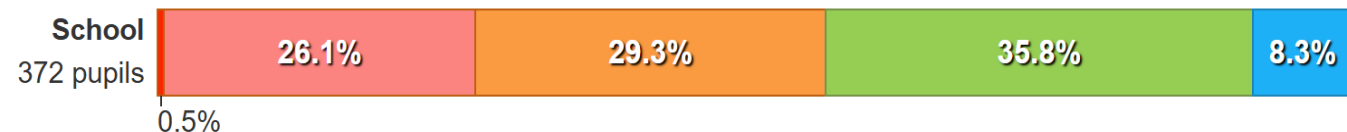
- 36 pupils have been repeatedly late to school
- 189 pupils have been absent before or after a school holiday

## DfE penalty notice consideration threshold

(10+ unauthorised absences in 10 rolling school weeks)

- 83 pupils previously met the threshold in 2023-2024

## Attendance Ranges



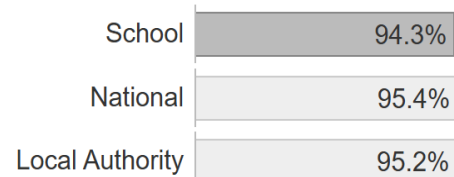
## Legend

- Severely absent (50% or more sessions missed)
- Persistently absent (10% or more sessions missed)
- At risk of persistent absence (5-10% sessions missed)
- Good attendance (95-99%)
- Excellent attendance (99%+)

# Current Whole School Attendance

Summary of 407 Pupils (in class 1 Birch, 2 Holly, 5 Hawthorn, 4 Cherry, 4 Willow, Beech, 6 Maple, 3 Oak, 6 Poplar, Ash, 1 Rowan, 2 Chestnut, 5 Pine or 3 Elder)

## Attendance percentage



## 15-18 days missed



## 19+ days missed



## Absences

- 5.7% overall absence
  - 3.5% authorised
  - 2.3% unauthorised
- 8 pupils unauthorised absent for 10+ days

## DfE penalty notice consideration threshold

(10+ unauthorised absences in 10 rolling school weeks)

- 41 pupils currently meet the threshold
- 34 pupils previously met the threshold in 2024-2025

## Absence Patterns

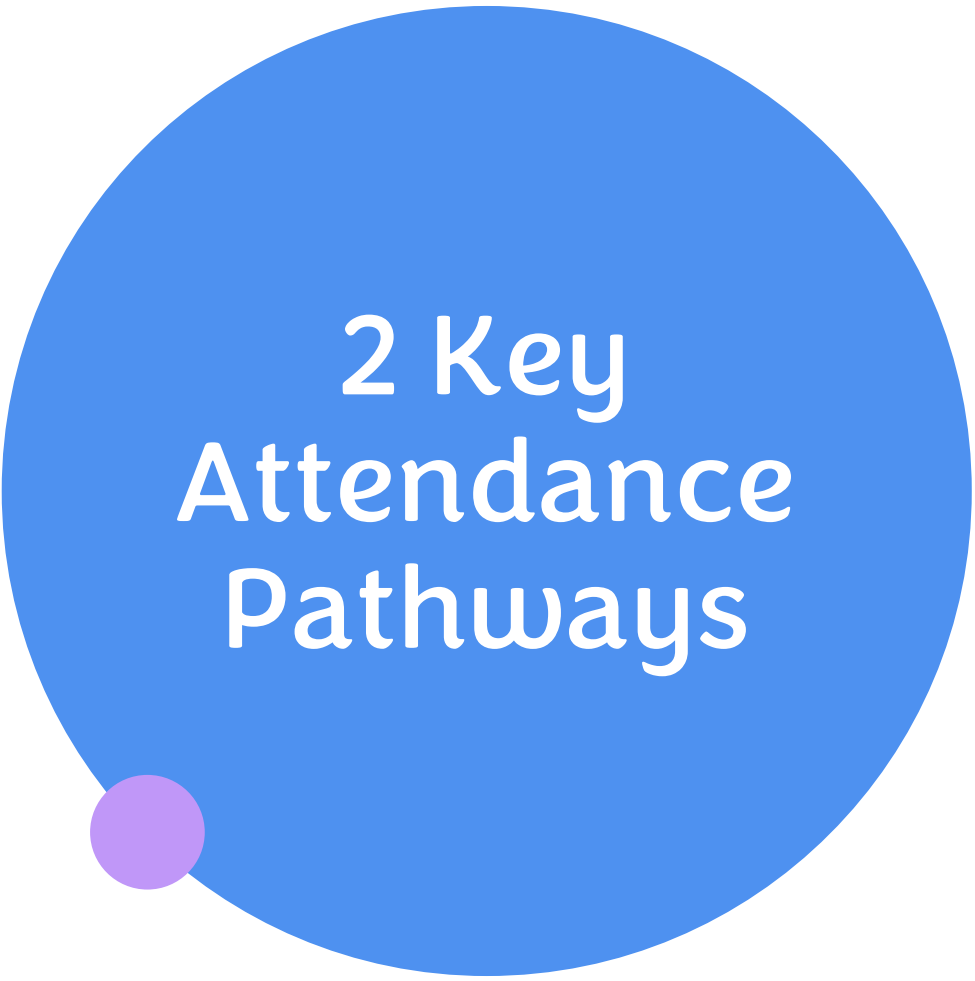
- 18 pupils have been repeatedly late to school
- 49 pupils have been absent before or after a school holiday
- 12 pupils have recently worsened from previous good attendance
- 46 pupils have recently improved from previous poor attendance

## Attendance Ranges



## Legend

- Severely absent (50% or more sessions missed)
- Persistently absent (10% or more sessions missed)
- At risk of persistent absence (5-10% sessions missed)
- Good attendance (95-99%)
- Excellent attendance (99%+)



## 2 Key Attendance Pathways

### **PATHWAY 1 :**

School policies and procedures. Supporting children and families to come to school every day on time .

### **PATHWAY 2 :**

The law as laid out by The Government and enforced by Local Authorities.

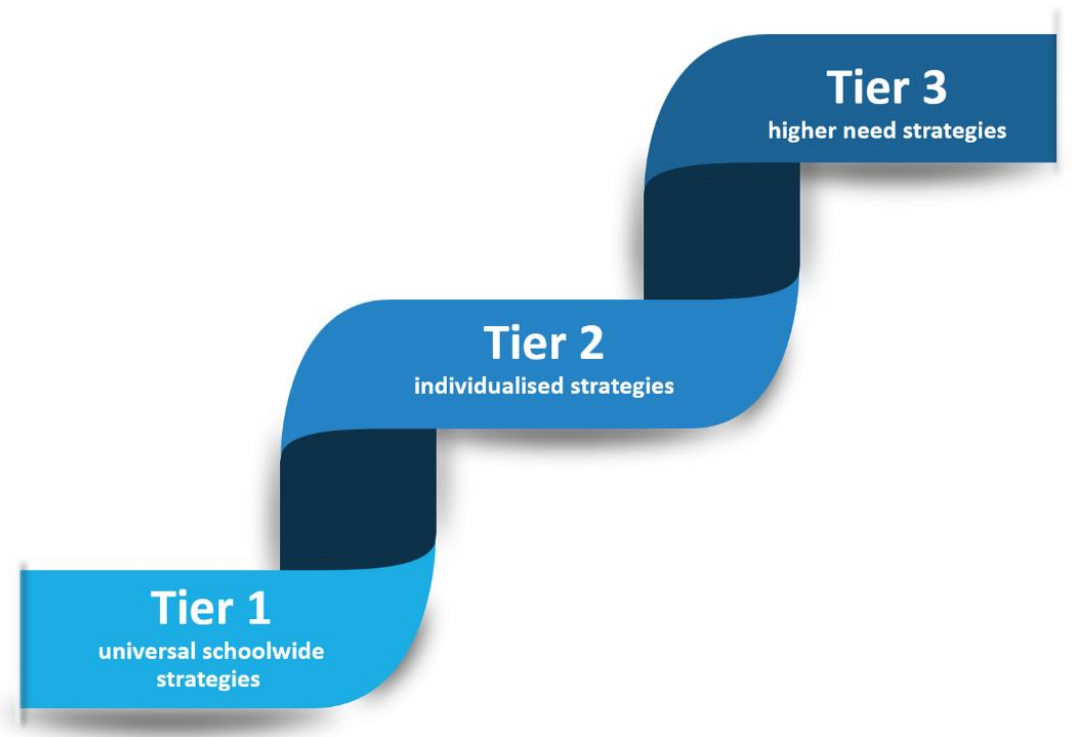
# School Policy and Procedures – Mrs Green

- INCLUSIVE ATTENDANCE



# The Three Tiers

- A multi-tiered system of support for school attendance.
- Each tier involves interventions, with roles for teachers, the school, parents, children and external agencies.



# Tier 1

Tier 1 includes universal strategies that will be used for all children in school.

## Role of Teachers and School

Meet and Greet children.  
Create positive classroom environments.  
Build positive relationships with all children and adults.  
Recognise individual and collective achievements.  
Implement evidence-based teaching strategies.  
Monitor daily attendance and punctuality

## Role of Children

Attend school regularly and be punctual.  
Engage actively in classroom activities.  
Support other children.  
Recognise the achievements of other children.  
Share when you have a concern.

# Tier 1

Universal  
Strategies

## Role of Parents

Ensure children attend school regularly and on time.  
Understand and support any concerns your child may have.  
Communicate with the school regarding absence.  
Recognise personal achievements.  
Communicate with teachers about any concerns.

## Role of External Agencies

Provide resources and training to teachers on effective classroom strategies.  
Collaborate with schools on attendance initiatives.  
Support a comprehensive and inclusive school-wide approach that encompasses both attendance and mental health.



## Tier 2

Tier 2 includes early internal support and intervention.

### **Role of Teachers and School**

Proactively use data information to identify children who are PA and at risk of PA.

Work with each identified child and families to understand and address the reasons for absence, including any in-school or out of school barriers to attendance.

Implement agreed strategies in daily practice.  
Monitor progress.  
Recognise achievements.

### **Role of Children**

Co-create and participate in any targeted interventions.

Recognise personal achievements.  
Share concerns with staff.  
Continue to engage in school life.

## **Tier 2** Individualised Strategies

### **Role of Parents**

Work with the school to help understand their child's barriers to attendance.

Proactively engage with the support offered to prevent the need for more formal support.  
Continue to communicate effectively with the school regarding absence.

### **Role of External Agencies**

Signpost or provide access to services.  
Where there are out of school barriers, provide each identified child and their family with access to services they need.

Provide professional development and early intervention support to the school.  
Support from the Education Welfare Officer, including individualised meetings.

## Tier 3

Tier 3 includes intensive support for children and families requiring external agency assistance.

### **Role of Teachers and School**

Take an active part in the multi-agency effort with the local authority and other external partners.  
Use data driven information to identify children at risk of severe absence.  
Continuously assess and adapt strategies.  
Monitor progress.  
Recognise achievements.

### **Role of Children**

Actively engage in intensive interventions.  
Recognise personal achievements.  
Share concerns with staff.  
Continue to engage in school life.

## **Tier 3** Higher Needs Strategies

### **Role of Parents**

Collaborate closely with the school on creating and implementing highly specialised interventions  
Continue to communicate with the school.  
Take an active role in the multi-agency effort.

### **Role of External Agencies**

Offer specialised assessments and services for students with complex needs.  
Provide intensive training and consultation.  
Take an active part in the multi-agency effort with the school and other external partners.  
Education Welfare Officer: statutory fining.

# Attendance and Our School Values

## The Stowlawn Six

**honest**

**Ambitious**



*resilient*

**Kind™**

**INDEPENDENT™**

# How you can help with attendance and our values...

## Build independence:

- Get children to get themselves ready.
- Pack bags the night before.
- Good sleep routines.
- Punctuality

## Build resilience:

- Attend school when well enough.
- If feeling a little unwell, still attend.
- Appropriate amount of sleep.
- Breakfast.
- Support your child to overcome barriers.
- Communicate with school.

- Be ambitious to have high levels of attendance.
- Work with school to overcome barriers and improve attendance.

- Be honest about why children are off school.
- Encourage your child to be honest with you if there are issues.

# Attendance and The Law

Children attend school for 190 days out of 364 days(365 in leap year)

There are 2 sessions every day = 380 sessions over the year

Calculations only officially include Reception / Statutory school age .

Absences can also be days for “leave of absence” as well as holidays.

Our attendance rates are monitored by both the Local Authority and the Government.



# Attendance and The Law

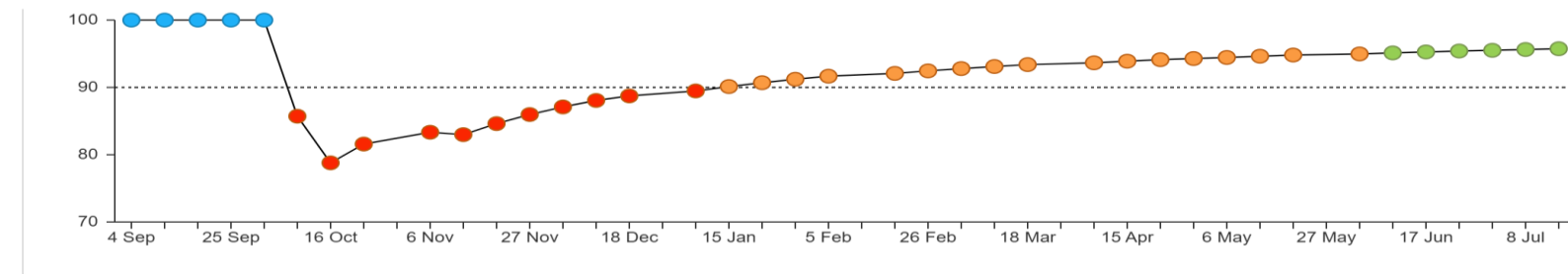
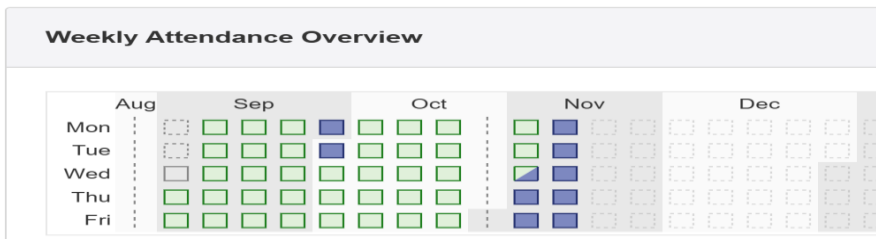
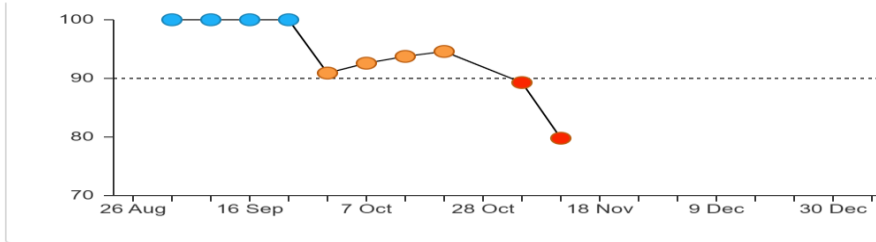
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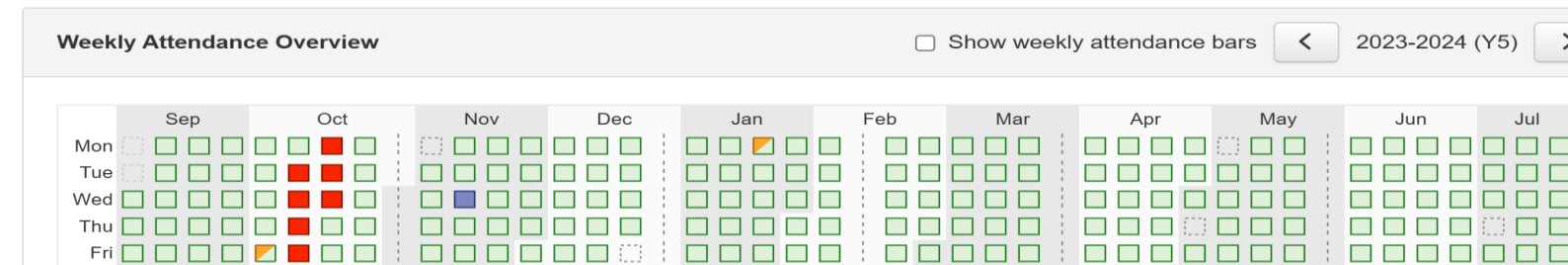
47 days in school so far  
absent for 9.5 days ( all illness)

Attendance = 79%

Currently classed as a persistent absence



190 days in school  
absent for 8 days  
Attendance = 96%







# Leave of absence

All holiday will be unauthorised

## Leave of absence other than holidays

Weddings/Civil Partnership: Attendance at the wedding or civil partnership of a parent, grandparent, brother, sister, aunty, uncle or cousin	 One day
Urgent and unforeseen private or family business normally. "Urgent" means essential and unavoidable for purpose which could not have been foreseen. For instance, this could include telephone news of a serious crisis with a family member.	One day
Attendance at a funeral of a person or member of the employee's family/extended marriage through marriage/civil partnership, or other family member.	One day
Moving house	 One day
University Graduation or similar ceremony if the parent or sibling is receiving the award	One day
Days of religious observance/attendance at religious ceremonies. For adherents of certain religions, attendance at specified religious ceremonies is of major importance. The family must demonstrate that attendance at specified ceremonies on the date concerned is a vital part of his or her religious obligations.	No more than 2 days in one school year

Evidence must be seen to authorise all of these leaves of absence

# Attendance and The Law

I'm a single parent of one child and we want to go on holiday for a week.

Your holiday will not be authorised and you must talk to the school before you book anything.

Because your child will miss 5 school days you will be given a penalty notice fine.

The fine is £160 but if you pay it in 21 days it will be reduced to £80.

1

£160



FOR EVERY CHILD A PENALTY IS GIVEN

2



+£160



+£160



+£160



+£160

4 children & 1 parent = £640

Reduced to £320 if paid in 21 days

FOR A FAMILY OF TWO PARENTS

4



+£160



+£160



+£160



+£160



4 children & 2 parents = £1280

Reduced to £640 if paid in 21 days

**If in any period of not more than 3 years, your child has a 2nd and 3rd leave of absence or pattern of irregular attendance...**

**5**



## **2ND TIME**

**2 parents and...**

1 child - £320

2 children = £640

3 children = £960

4 children = £1280

**No discount for early payment**

## **3RD TIME**

A penalty notice fine will not be given.

Your case will be taken to court.

A magistrate can fine each parent £2500 for each child.

**1 parent & 4 children = £10,000**

**2 parents & 4 children = £20,000**



# Attendance and The Law

## The 10 in 10 rule

### Irregular Attendance

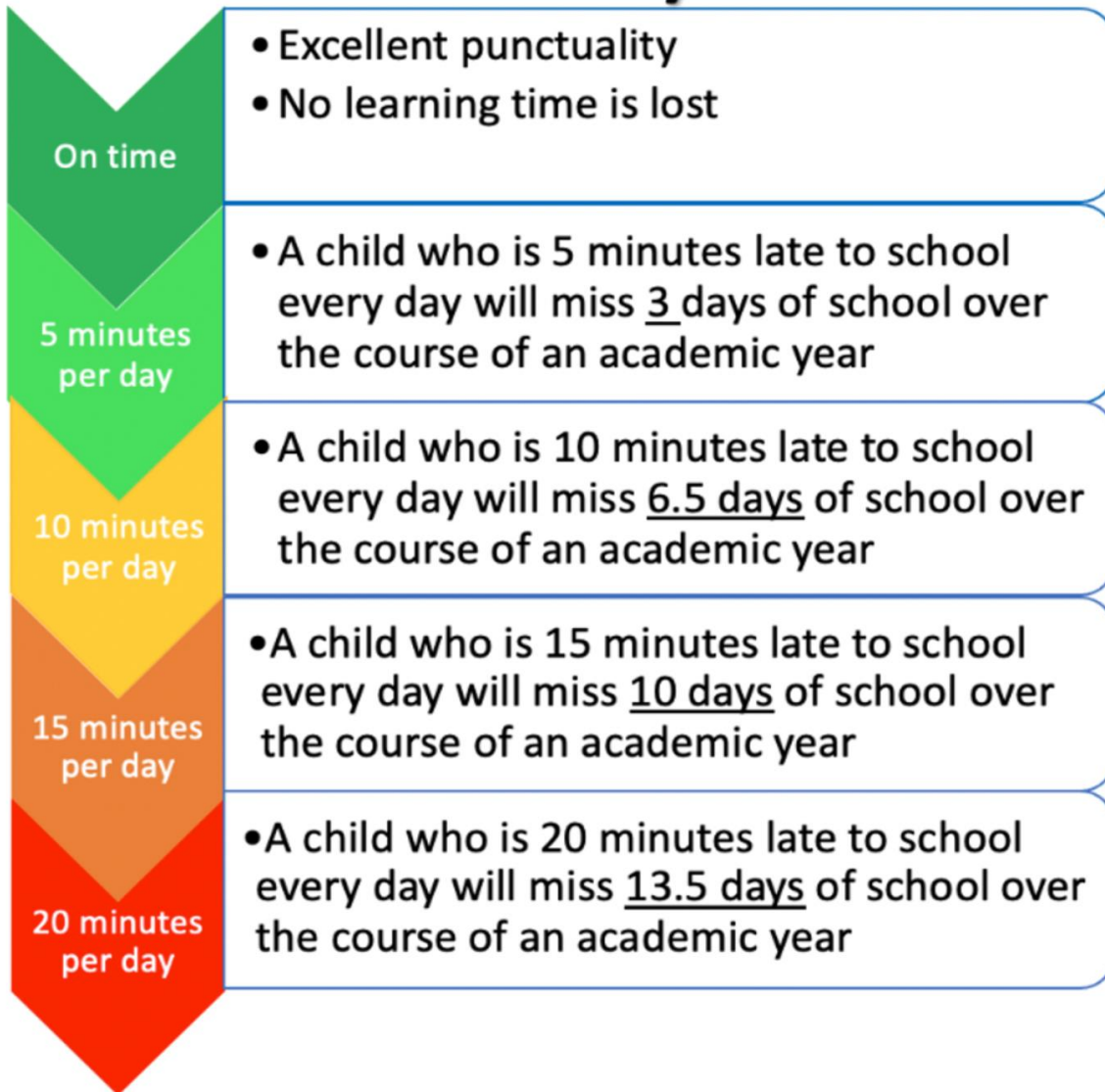
10 in 10

If your child is absent for 10 or more sessions in 10 weeks and their absences are unauthorised the school will consider prosecution.

1 day = 2 sessions



# Being on time matters!



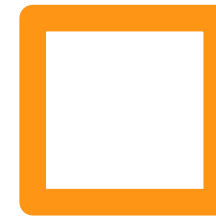
School gates are open from 8.30am until 8.45 am.

If children are extremely late then the mark changes to an unauthorised absence and that can add to the 10 in 10 rule!



# School attendance procedures

## Mrs McCallion



# First day of absence procedures

- If your child is absent from school due to illness, we expect you to contact the school office by 9am either by calling the office or on ParentMail.
- If a child is not in school and we haven't been contacted by 9.15am, we will send a ParentMail message to remind parents/carers to provide a reason for their absence.
- Children who walk alone to school will be prioritised for absence calls.
- If we are not contacted by 9.30am with a reason for absence, we will begin to contact parents/carers by telephone.
- If no reason is given for a child's absence, their absence cannot be authorised, so this will be recorded as an unauthorised absence.

# Continued absences

- Unless you have already told us how long your child will be absent due to illness, we ask parents/carers to contact us at least every other day to provide an update.
- On the third and fifth day (etc) of absence, if we haven't been contacted by 9.15am, we will send a ParentMail message to remind parents/carers to provide an update on their child.
- If we are not contacted by 9.30am with an update, we will begin to contact parents/carers by telephone.
- If no contact is made, we may not be able to continue authorising an absence for illness.
- If a child is absent from school for a longer period, we may ask to speak to the child or arrange a home visit from Ms Davis to ensure the child is safe and well.



# Is my child well enough to attend school?

- For most illnesses, including coughs and colds if your child is feeling well enough- they can attend school.
- For some illnesses such as chicken pox or impetigo, there are specific rules about how long your child needs to be off.
- Where a child has been sick and it's not a bug- they can come in as soon as they are well enough.

<b>Chicken Pox</b> When all spots have crusted over	<b>Conjunctivitis</b> None*	<b>Diarrhoea &amp; Vomiting</b> 48 hours from last episode	<b>Glandular Fever</b> None*	<b>Hand, foot &amp; mouth</b> None*	<b>Impetigo</b> When lesions are crusted & healed or 48 Hours after commencing antibiotics
<b>Measles or German Measles</b> 4 days from onset of rash	<b>Mumps</b> 5 days from onset of swelling	<b>Scabies</b> After first treatment	<b>Scarlet Fever</b> 24 hours after commencing antibiotics	<b>Slapped Cheek</b> None*	<b>Whooping Cough</b> 48 Hours after commencing antibiotics
	<b>Flu</b> Until recovered	<b>Head Lice</b> None*	<b>Threadworms</b> None*	<b>Tonsillitis</b> None*	

# Is my child well enough to attend school?

- We will always inform parents/carers if children are unwell at school or need to be collected.
- We can give non-prescription medication such as Calpol to children, with written consent.
- We can administer prescription medication such as antibiotics at school, to enable children to return to school following illness.

# Medical evidence

- We don't usually need any medical evidence when a child is absent due to illness.
- However, we do reserve the right to ask parents/carers to provide evidence on a case-by-case basis.
- We do ask for evidence of medical appointments in school time to be shown in the office, this can be a letter or a text/email and we do not usually need to take a copy.

# Medical and dental appointments

- We expect parents to arrange appointments, where possible, outside of the school day.
- We understand that this isn't always possible for hospital/consultant appointments.
- Routine appointments should be arranged after school or in school holidays.
- Where a school day appointment is unavoidable, please discuss with us how we can support you with timings and arrangements to minimise disruption to your child's learning.

# Term time holidays and other absences

- We expect parents/carers to inform us in advance of any planned absence in term time.
- Parents can collect a leave of absence request form from the school office. This should be completed and returned a minimum of 4 weeks before the planned holiday/absence.
- Time off in term time can only be authorised in exceptional circumstances. Holidays cannot be considered an exceptional circumstance, so all term time holidays are unauthorised.
- After returning the form, if the absence is not authorised, parents/carers will be sent a letter confirming this and may advise that they may receive a fine.
- On the child/ren's return from unauthorised leave of absence, the absence may be referred to the Local Authority who make the decision about whether to issue a fine.
- All monies are kept by the Local Authority and do not come to school

# Suspected holidays

- It's important that we are informed about any planned holidays in term time
- We ask that parents/carers are honest with us
- Not being sure of the reason for a child's absence is a safeguarding concern and Ms Davis may carry out a home visit
- We may ask for medical or other evidence in order to authorise the absence where a term time holiday is suspected
- If we believe that a child has been on holiday during term time and this has not been reported to us, we must still consider applying to the Local Authority for a fine

# Lateness

- The school gates open at 8.30am and close at 8.45am
- We expect all children to arrive through the gate by 8.45am
- Children arriving after 8.45am must arrive through the office. They will receive a late mark, and the number of minutes late are automatically recorded by our EntrySign system
- If a child is exceptionally late, they may receive an absence code for the morning session. This is recorded as an unauthorised absence and will count towards the '10 in 10' threshold which can lead to a referral to the Local Authority for a fine.



# Attendance and punctuality support in school

- We are here to help families and support children to attend school
- If we are concerned about a child's attendance or lateness:
  1. Phase leaders will discuss with the child and class teacher
  2. Mrs McCallion will send a letter to parents/carers to provide information about the child/ren's attendance and/or lateness and offer support to improve attendance and punctuality
  3. If the child's attendance and/or punctuality does not improve following this initial support, Mrs McCallion will invite parents/carers for a meeting to discuss any barriers to attending school and/or attending school on time, and to see what additional support we can offer.
  4. If there is still no improvement in attendance following this additional support, our Education Welfare Officer Ms Davis will contact parents to offer more formal support





# Home visits

- As well as offering formal support following concerns about attendance, our EWO Ms Davis or one of her team may make home visits to families for a variety of reasons including:
  - Checking a child is safe and well if we have been given no reason for their absence
  - Checking a child is safe and well if they have been off school with an extended period of absence
  - Checking whether the family is home in the case of a suspected holiday



# Pupil Voice!

I love coming to school to see my friends

One of my favourite things about coming to school is to get to get our rewards - pom poms and dojos

The more I am here the more I learn.

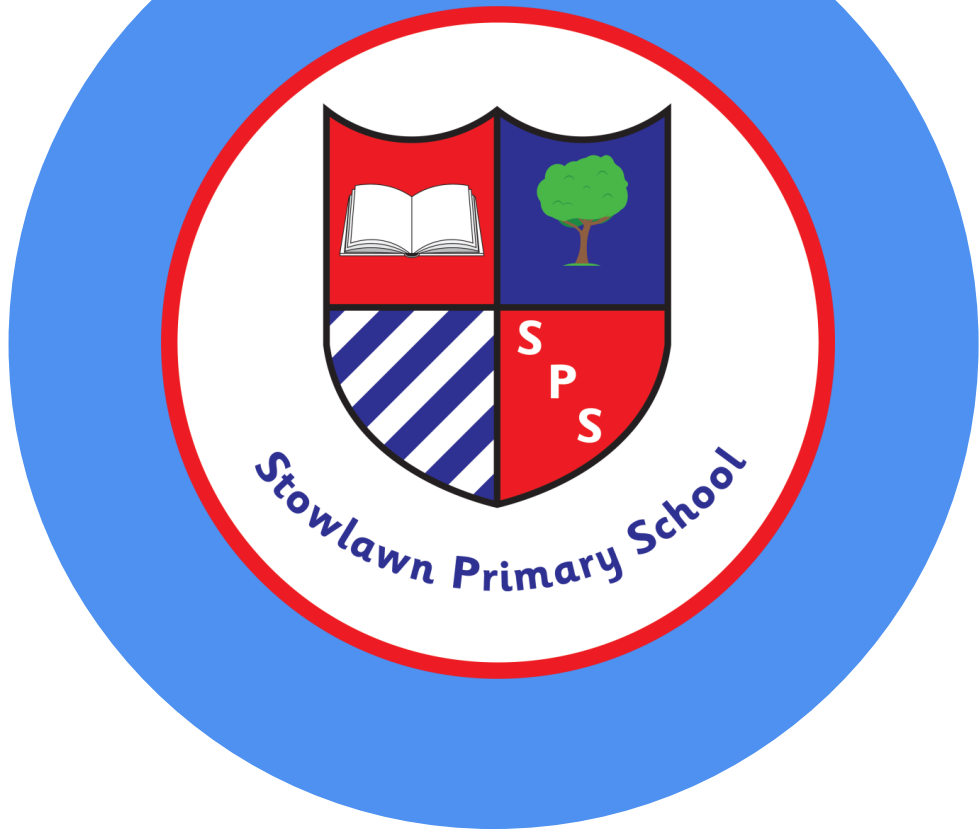
I like writing and it's my favourite lesson

When I was late I felt embarrassed as everyone was already in class .

I want to be here on time all the time

If I miss school I am nervous as I am missing learning and do not know what to do when I attend school

# Thank you



9/3/20XX

<b>HOW PARENTS CAN HELP WITH ATTENDANCE</b>	 <p>Establish a good routine at home and stick to it</p>	
Make sure your child understands the importance of good attendance and punctuality	 <p>Get up early</p>	 <p>Get things ready for school the night before</p>
Make appointments e.g. dentist after school hours, at weekends or during the holidays	 <p>Make appointments e.g. dentist after school hours, at weekends or during the holidays</p>	 <p>Show an interest in what your child is learning in school...</p>
Let school know the reason for absence on the first day of non attendance...	 <p>Let school know the reason for absence on the first day of non attendance...</p>	Be honest with us about your child's absence...
Avoid taking holiday's during term time	 <p>Avoid taking holiday's during term time</p>	Discuss problems your child may have at school with their teacher - let us know about anything that is causing a concern