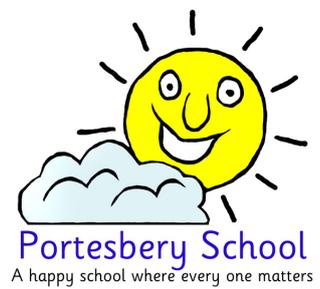


Management of Pupil Attendance Policy

Reviewed: **September 2022**

Review period: **2 yearly**

Review date: **July 2024**



It is stated in the DfE guidance 'Working together to improve school attendance' (September 2022)

"For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided."

Therefore, at Portesbery we will:

- Ensure Portesbery is a safe and engaging school so children and young people are motivated to attend
- Work together with families to encourage and support good attendance levels
- Regularly monitor pupil attendance data
- Ensure families are informed of their child's attendance levels and ways to improve them if necessary

Procedures

- Families are asked to inform the school office before 9:30am (via email, parentmail or telephone call) if their child is going to be absent and it is the family's responsibility to keep the school updated on a regular basis. Families must also inform transport.
- We ask that all non-emergency medical and health appointments are made outside of school hours. Where this is not possible we ask for proof of non-emergency medical and health appointments.
- If a pupil is absent and we are not aware of a reason we will contact families for updates. Families should be prepared for questions regarding the cause of absence and be prepared to provide thorough information.
- Families will be regularly informed of their child's attendance levels at the annual review of their EHCP, parent's evenings and at any Social Care reviews, CiN/TAF or safeguarding meetings as well as if there is a concern about the level of absence. We are committed to encouraging high attendance levels whilst understanding the challenges of 100% attendance levels.
- The attendance management team will meet regularly to review attendance data. We will look at a pupil's attendance levels over a rolling 12 month/calendar year. If a pupil's attendance falls below 90% we will decide on a suitable action. Actions may include a welfare conversation with the family, liaison with an allocated Family Support Worker or Social Worker and/or developing an action plan to improve attendance.
- On occasions poor attendance is caused by necessary medical appointments or ill health due to complex conditions. The Senior Leadership Team are mindful and will always manage attendance issues sensitively. On other occasions where persistent absenteeism is impacting learning we will seek the advice of the Local Education Welfare and Attendance Officer. This may lead to fixed penalty notices of £60-120 being issued.