Downview Primary School Attendance Strategy

Lead member of staff	HeadTeacher
Lead Governor	Clive Hawkins
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Rationale

When a child is not in school, they miss exciting learning opportunities and shared social experiences, which can severely affect emotional health and well-being, alongside academic growth. Friendships can also become a challenge and progress in learning is affected.

At Downview Primary School we are keen to work around the challenges that families and children experience, as we have a duty of care and responsibility to all children in our care (Sections 444 Education Act 1996). We therefore would always prioritise working together towards better outcomes, but on occasions, where our attempts to support the child and parent have been unsuccessful, we will need to refer to either our Designated Schools Liaison Officer for parental advice or to the Pupil Entitlement team for further investigation.

In September 2023 Robin Walker, Chair of Education Committee said:

"Missing school is damaging to children's education, their development, future prospects and in some cases it is a safeguarding risk".

The Downview Attendance Strategy is a procedure that we follow in order to meet the needs of the child. "Children and young people have the right to education no matter who they are: regardless of race, gender or disability …" (Article 28 of the UNICEF Convention on the Rights of the Child, UNCRC).

At Downview Primary School, we celebrate attendance alongside all areas of personal growth. We implement the following strategies to support children and parents with attending school regularly:

- Regular communication with parents regarding attendance as part of regular monthly newsletters
- Liaison with other schools and to share best practice
- Rewards and positive progress recognition including during assemblies
- During weekly assemblies, an attendance bear is used to celebrate class attendance.
- Termly monitoring by Governors, which includes looking at trends versus National Average and key pupil groups
- Use of the Government Tool to monitor attendance - VYED

Should a pupil be absent from school the following actions are carried out:

Actions

Timescale	Attendance Concern	What needs to be done	Who
Day 1 & 2	Not present for register	Check message centre for notification. If no message received– phone call made to Parent/Carer.	Office

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Day 3	Not present or no response	Check in phone call unless notified of medical reason. Email/letter sent home if no response from Parent/Carer.	Office and SLT informed
Day 4 - 6	No response or concerns raised about attendance or explanations given	Member of SLT to visit family home. Parent/Carer invited to a school meeting to discuss attendance expectations. Parent/Carer are responsible to ensure their child/ren attend school regularly for at least 95% of the academic school year.	SLT involvement
6 weeks	If further unauthorised absence continues to a total of more than 10	Parent/Carer invited to a school meeting to set targets and a timetable for improvement. Advise Parent/Carer of the need for medical evidence and of pupil entitlement process.	Pastoral support or SLT Offer to family of Morning Club where Persistent Lateness/Absenteeism is occurring
8 weeks	If progress towards set target remains erratic	Review previous target – set new target. Agree on reviewed timetable to show improvements.	SLT support Timetable and child centred chart Option of Morning Club subject to availability Formal attendance plan to be considered
10 weeks	No progress	Refer to schools designated liaison officer for guidance/pupil entitlement or refer to Pupil Entitlement.	Pastoral/SLT involvement Schools Designated Officer Family Support Pupil Entitlement
Legal Action	Further ongoing and unauthorised absence	Liaise with Family Support and Pupil Entitlement to share attendance records.	Pupil Entitlement Team Family Support

In addition to school meetings that identify an agreed timetable for improvement, further options may be available if appropriate.

For example:
Adapted/reduced timetable
Meet and Greet with Trusted adult
Morning Club offer
Alternative drop off and collection points
Offer of Pastoral Support
Investigating support from external agencies
Working with Thought-Full practitioners

At Downview School we grow and learn together every day