

Attendance Partnership Expectations

We expect the following from all of our pupils:

- they attend school regularly;
- they arrive on time and are appropriately prepared for the day, having eaten breakfast;
- they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- they ensure their children attend school regularly and punctually;
- they ensure that they contact the school, as soon as is reasonably practical, whenever their child is unable to attend;
- they must provide the school with a minimum of 3 contact telephone numbers
- they ensure that their children arrive in school well prepared for the school day, having eaten breakfast.

Parents and pupils can expect the following from school:

- early contact with parents when a pupil fails to attend school without providing good reason;
- regular, efficient and accurate recording of attendance;
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.
- Follow up support if needed.

Roles and Responsibilities for attendance

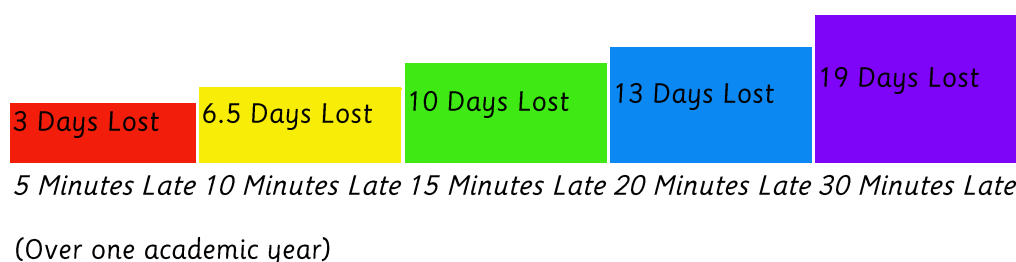
- Castle Bromwich Infant school has a named senior member of staff with responsibility for attendance issues – Mrs J O'Reilly
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school.
- The Headteacher and members of the senior management team regularly review attendance matters.
- Attendance issues are reported half termly to the Governing body.
- School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

Role	Responsibilities
Schools Governors	• Ensure compliance with relevant legislation (eg pupil registration, attendance registers) • Reviewing school attendance • Agreeing and Reviewing School Policy
Head Teacher	• Compliance with relevant legislation • Data analysis and Strategic Plan for attendance • Authorising absences • Leave of absence request • Line management • Overview of clear and escalating interventions • Evaluation of interventions.
Attendance lead	• Julie O'Reilly • Data analysis and Strategic Plan for attendance • Punctuality • Escalating interventions with support from CSAWS

Class Teachers /Form Tutors	• Marking registers accurately • Promoting importance of regular school's attendance with parents, carers & children • Providing early warning of attendance concerns • Positive role modelling • Following policy and procedures consistently.
Designated Safeguarding Leads	Mr J Stokes Miss L Dickenson Miss C Norton Miss A Reid
School Office Mrs H Walton Miss L McCarthy Mrs N Bolyia	• Maintaining registers • First day calling/text messages • Identifying children whose absence needs further follow up action in line with the school absence procedure. • Late arrivals • Process for clearing registers • Administration of school attendance letters, leave of absence letters etc. • Producing attendance reports • Communication with CSAWS.

Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session. If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every day over a school year adds up to lost learning time.



To access the most of the school day we ask parents to ensure that their children are at the school gates for 8.40 these will remain open until at 8.55am. School registration will close at 9.00am. Children arriving after 9.00 am will be late for school and have to report to the school office where a late mark will be recorded. Parents will be asked for their reasons of lateness. Where a pupil arrives after the register closes, this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).

The registers are monitored daily to identify pupils who are arriving late; regular late arrival for school will be challenged as not acceptable. Pupils who have 10 or more U codes will be referred to the Education Enforcement Team for the issue of a penalty notice.

Is your attendance 100%? 	Your attendance is excellent, and you will almost certainly achieve the best grades for your ability and have the best opportunities in further education or the world of work.	You will be rewarded in the following ways: - You will help your class to win the weekly race. - Weekly Golden Time - Certificates termly. - Half termly board games afternoon - End of year celebration for children
Is your attendance 97% plus (having fewer than 8 days absence in the year)?	You are likely to achieve your grades that will you give you good opportunities to continue your studies or in the world of work	You will be rewarded in the following ways: - You will help your class to win the weekly race. - Weekly Golden Time - Certificates termly. - Half termly board games afternoon - End of year celebration for children
Is your attendance 95% plus (having fewer than 12 days absence in the year)?	You are missing up to 12 days each school year and this will make it difficult for you to achieve your best.	If your attendance is below 95% , 95% is the national average attendance. School staff, including Attendance Lead and CSAWS support may contact you to offer support.
Is your attendance between 90%- 94%	You are missing so much time from school that it will be difficult for you to keep in touch with lessons or work.	If your attendance is between 90% and 94%: - Highly likely to require proof of medical evidence. - Highly likely to receive Penalty Notice warning
If your attendance is 90% or below you need to take action!	You are missing so much time from school that it will be almost impossible for you to keep in touch with lessons or work.	If your attendance is 50% or below: - Senior Leadership team will be involved. - School Attendance Officer will be involved. - Medical evidence required. - Highly likely to receive Penalty Notice warning - High chance of prosecution