

Attendance – appendix

Samuel Barlow Primary Academy

September 2024

1 Academy statement

We follow all aspects of attendance guidance outlined in the [Trust Policy](#) and the Trust operational guidance for staff.

In addition to the above we adopt the following local academy specific arrangements:

2 Attendance personnel / key contacts

Staff contacts

2.1 If your child is going to be absent from school you must contact our Office Team (Attendance admin: Mrs Chloe Buchanan) before 0915 on the day of absence and every subsequent day of absence following this.

Our office team can be contacted via the following methods:

-By phone: 01623 479033

-By email: office@samuelbarlowprimary-ac.org.uk

-By Weduc message: To Office

2.2 Any requests for leave of absence should be put in writing to Mr Jon Chapman (Principal). Leave of absence will only be granted in exceptional circumstances. We do not authorise holiday absences unless the request meets the exceptional circumstances as outlined in the Trust Policy.

2.3 Where a child's attendance becomes a cause for concern, our Family Support Worker will contact families to explore any support required in order to improve attendance levels.

3 Responsibility for implementing policy in the academy

3.1 Jon Chapman (Principal) is responsible for implementing the attendance policy at Samuel Barlow Primary Academy.

3.2 Mrs Chloe Buchanan is our Attendance admin. She works alongside Jon Chapman (Principal), and our Family Support Advisor, and the rest of the staff team to ensure that all of our children attend school on every day possible.

4 Procedures and support

Our leadership and attendance teams will, in addition to the Trust policy:

4.1 Monitor attendance daily by class teachers and our office team. Weekly reviews of attendance data are used to identify any children whose attendance could be a concern.

4.2 Expect all of our children to 'Strive to Succeed'. Good attendance and punctuality is part of our Samuel Barlow Standards. This relies on the support of our children's families to encourage this positive attitude to school attendance and punctuality.

4.3 Will ensure that our concerns are shared with families where a child's attendance rate begins to fall and cause concern and do whatever we can to work together as school and home to see improvements in attendance.

4.4 Attendance concern Action

Where a child's attendance falls below 96% and this is not the result of genuine illness or circumstances...

- Class teachers will speak to families about the reasons for this and any support that may be necessary to support improved attendance rates.

- Attendance letters will be sent offering support and making parents and carers aware of the effect of lost learning

Where a child's attendance falls below 95% and this is not the result of genuine illness or circumstances...

- Our Family Support Advisor will speak to families about the reasons for this and any support that may be necessary to support improved attendance rates.

Where a child's attendance falls below 93% and this is not the result of genuine illness or circumstances...

- An initial concerns letter will be sent home

- Families will be invited into school to attend a Targeted Support Meeting. During this meeting a time-bound plan to support improved attendance will be made and any necessary support or signposting will be initiated.

Where a child's attendance falls below 90%, they will be classed as persistently absent. Being persistently absent equates to one or more days of lost schooling every fortnight.

- School will continue to work to support the family to improve their child's attendance as above.

- Where all attempts by the school to improve a child's attendance have been made but there is little or no improvement other options such as Parenting Contracts, Fixed Penalty Notices and Education Supervision Orders will be considered.

4.5 Striving to Succeed and being at Samuel Barlow Primary Academy on time every day is an important part of good attendance. It is important that children arrive at school on time to avoid missing key learning, information and the impact on routines and relationships. Our children should be in the line by 5 to 9 every morning. Children arriving after 9:15am will be recorded as late. Punctuality is monitored and may be subject to FPN (fixed penalty notices) for persistent lateness to school. School ends at 1520 and it is expected that families model the same punctuality to collect children at the end of our school day.

4.4 If all avenues of support have been facilitated by the academy, the local authority, and other partners, and the appropriate educational support or placements (e.g., an education, health, and care plan) have been provided but severe absence for unauthorised reasons continues, we recognise that it is likely to constitute neglect and will therefore be treated as a safeguarding issue.

4.5 At 0855 classroom doors are closed, any children entering school after this time will need to enter via the main school entrance and will be recorded as late.

4.6 Families should notify the school office team by 0915 if their child is to be absent. From 0930, our Office Team will begin to make first day absence calls to the families of any children who are not present at school and for whom we do not have a genuine reason for school absence. The office team will contact all of the named contacts for the children provided on data consent forms recording who they have spoken to and the reason for absence. Should they be unable to make contact and gain a reason for absence this will be recorded on MyConcern as part of our Safeguarding process. If a child has a prolonged absence for more than 7 consecutive days we may ask for medical proof for us to be able to record the absence as authorised.

4.6 Any initial concerns regarding attendance should be made to:

Office 01623 479033 / office@samuelbarlowprimary-ac.org.uk / Via Weduc: Office

Where concerns regarding a child's attendance are raised, the following staff may be involved in support to improve attendance rates.

Jon Chapman (Principal) and our Family Support Advisor

4.7 Families will be able to access their child's attendance records via Weduc.

5 Working with parents / carers

5.1 It is very important to us at Samuel Barlow Primary Academy, that school and parents work together as a team to support our children's education and attendance. We aim to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.

5.2 Should you require any support, advice or guidance about attendance and punctuality, please let us know so that we can ensure we offer the right support.

6 Rewards and recognition

6.1 We recognise the importance of acknowledging and celebrating good attendance however we also do not penalise children who have been unable to attend due to medical conditions, illness, or other exceptional circumstances. We also value where attendance has shown sustained improvement over time. Whole school attendance rates will be communicated via our weekly newsletter and within our Friday celebration assemblies. Recognition certificates and a special pencil will be sent to all children achieving 100% attendance each term. Any child who achieves 100% attendance for the full year will receive a reward in our End of Year Celebration assembly.

7 Attendance and curriculum

7.1 At Samuel Barlow Primary Academy, we expect all our children to 'Strive to Succeed'. Good attendance and punctuality are part of our Samuel Barlow Standards to be caring, take responsibility and strive to succeed every day. This means to have the right equipment, uniform with you, be on time and have the right attitude to be ready for learning. Our school motto and school rules are reinforced and taught throughout our curriculum every single day.

8 Appendix review

This policy appendix is reviewed annually to reflect national guidance, the Trust overarching policy and local academy strategies to managing attendance.

<i>Policy lead</i>	Academy Principal
<i>Policy renewal date</i>	September 2025
<i>Policy approving body</i>	
<i>Date of approval</i>	
<i>Adopted on</i>	