

Attendance Procedures – Trinity Academy

We aim for school attendance to be above 96% and every child should aim to have 100% attendance. Attendance of 95% may sound high, but it means that over the course of the year a child has missed approximately 60 lessons.

Authorising Absences

- All absences must be explained by a parent or carer. **Even when an absence is authorised, it will still lower a child's attendance figure.**
- Absence will usually be authorised when a parent or carer reports their child as ill. This can be authorised once the parent has phoned the school to confirm this.
- We will ask for medical evidence if a child misses more than four consecutive days of absence due to illness. We may request medical evidence for illness if a child has very poor attendance (below 90%) or frequent individual days of illness.
- For any (non-emergency) medical or dental appointment, we expect to be informed of the appointment at least a day before. A booking slip or appointment card should be handed into the school office as proof of the absence.
- Wherever possible, all routine (non-emergency) medical and dental appointments should be arranged outside of school time.
- Only the Headteacher can authorise any other absence (for example, attending a funeral). Parents should make any requests in writing.
- Any child in school who is complaining of illness should be taken to the designated first aider (KHU) for assessment. The presumption is that children remain in school unless clearly too unwell (for guidance see <https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>)

For more information, please refer to the CST Attendance Policy.

Concerning Attendance

Form tutors should have regular conversations with tutees and their families regarding their school attendance. This is especially important as attendance falls towards 96%. Early meetings with the family is preferred to waiting until attendance is a concern.

The following situations may constitute a **concerning attendance** record for a child:

- An attendance of between 95% and 90% attendance after several weeks of school (obviously in the first few weeks, a single absence will weigh disproportionately on an attendance record – in such circumstances, discretion and common sense should apply).
- When there is a string of unauthorised absences in a clear pattern, regardless of overall attendance record – for example certain days or activities.

A child present only 90% of the time, or less, has a **very concerning attendance** record. A clear plan needs to be in place to improve this. This may include:

- Family liaison, including school meetings and home visits.

- Curriculum and pastoral support put in place.
- Follow-up meetings to review attendance.
- Referral to the local authority and other external agencies where appropriate.

Roles and Responsibilities

Class teachers:

- To complete class registers accurately in the first 10 minutes of each lesson. (Suggestion: do this during 'do now' activities).
- Only use the codes / (present), N (unexplained absence) and L (late).
- Mark minutes late to lessons on SIMS.

Tutor:

- To complete form registers accurately during form time.
- To track attendance in Friday 'Reflect' Tutor time. (This is using an attendance tracker that we be circulated every Thursday.)

Office Manager

- To update registers when parents ring to report an absence.
- To amend registers when medical notes and appointment cards are handed in.
- Assessing children who claim to be ill whilst in school (as designated first aider).

Head of Phase

- Monitor attendance across the year group and identify children with concerning (95% to 90%) attendance records. A formal letter of concern (stock letters available in the Pastoral Drive) should be sent home.
- Sometimes the Head of Year may want to meet parents to discuss concerns in person as well. Any meeting notes should be kept on SIMS. Any actions should be followed up at an appropriate date.

Pastoral Support Lead

- Monitor attendance across the year group and identify children with very concerning (below 90%) attendance records. Meet the parents of any children with very poor attendance, with the Head of Year, and agree a plan of action.
- Write to parents (stock letters available in the Pastoral Drive) confirming a plan and next steps.
- Daily, chase up unexplained absences from the morning registers by ringing home and then amending them. (Soon we'll be using InTouch text messaging for this.)
- Towards the end of the day, chase up any missing class registers with staff.
- To generate an attendance tracker and circulate to teachers.
- On a Friday, there are no missing marks in registers for that week.
- Liaise with WNO and EBA regarding possible referrals to external agencies.

Children Missing in Education (CMIE)

The PSL will monitor registers (as outlined above) and will monitor recurrent absences. If an unexplained absence persists for a continuous period of 10 days or more the PSL will contact the local authority to report the child missing in education for further guidance.