

Attendance Strategy 2024-2025

It is your parental responsibility to ensure that your child attends school every day. The purpose of this strategy is to set out how we will support your child's attendance.

Attendance at school matters. At Beechwood School, we believe that good attendance is secured by developing a partnership between families, schools and our partner agencies involved in the social and emotional development of children. Your child's potential and life prospects are significantly enhanced when he/she has high attendance. Thank you to all parents who have supported your child's attendance which impacts positively on your child's physical, social and emotional development.

There remain, however, too many children with persistent absence (less than 90%). Low attendance places your child at a significant disadvantage in terms of meeting their academic potential. Furthermore, children with low attendance often lose confidence, find it more difficult to maintain friendship circles and their overall enjoyment of school falls.

The Local Governing Body of the school fully adopted the change in regulations relating to school absence. Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. The amendments make clear that headteachers may no longer grant any leave of absence during term time unless there are exceptional circumstances. These are set out in the Regulations.

The aim of our attendance strategy is to:

- Increase the school's overall attendance. Our target is to develop an expectation of regular school attendance and good punctuality. In other words, that each child attends every single day.
- Promote an understanding of the need for good school attendance across the whole school community.
- Reduce the number of children with persistent absence through clarity of expectation, effective support and adherence to policy. We will continue to offer support to vulnerable families to help promote better attendance for all children.
- Improve pupil punctuality

Action plan to meet desired outcomes

Personal Development: Behaviour and Attitudes: <ul style="list-style-type: none"> To improve baseline attendance and create a culture of awareness and importance for all stakeholders 		
Rationale: <ul style="list-style-type: none"> Each day impacts on a child's progress, attainment and social development. It is therefore very important that we challenge and support parents to ensure that every child attends school every day. 		
Desired Outcomes: <ul style="list-style-type: none"> To increase overall attendance to be above national expectations To reduce persistent absenteeism To improve punctuality All stakeholders will understand: that Frays' minimum expectation for attendance is 96%; that attendance thresholds and intervention strategies will be implemented at every level of attendance. 		
Actions to be taken	Success criteria	Timescale and personnel involved
<p>Improve the attendance of persistent absentees (those with attendance less than 90%)</p> <p>Parents of children who were persistently absent last year or become persistently absent this year will be required to evidence medical absence, without which referrals will be made for the issue of Education Penalty Notices where the five-day threshold is met;</p> <p>Five days of unauthorised absence in a single term will result in a referral to the Local Authority for an Education Penalty Notice.</p> <p>Attendance reviews, conducted with the Headteacher, Attendance Officer and EWO, will run six weekly, reviewing individual attendance and implementing actions set out in the attendance strategy (See Appendix 1);</p>	<p>Systems implemented facilitate analysis and understanding of attendance trends and record accurately action taken at six week intervals.</p> <p>The Attendance Team and families will be clear on the steps available in order to enforce the school's expectations attendance and punctuality;</p> <p>The Attendance Team will remain compliant with legislation, regulations and Local Authority administration arrangements;</p> <p>Overall attendance improves</p>	<p>Attendance Team: L Quinell (Headteacher) R Minter (Deputy Headteacher) N Blinco (Attendance Officer) R Zaragosi Gomez (Chair of Governors)</p> <p>The Nurture lead and Deputy Designated safeguarding leads will support with attendance as required.</p>

<p>The Attendance officer will engage in ongoing dialogue with families of persistent attendees, offering or insisting on support depending on the intervention strategies attached to the level of attendance.</p> <p>The Attendance Officer will seek best practice from local schools to ensure that agreed protocols are being adhered to, that all intervention strategies remain under consideration and to remain abreast of changes.</p> <p>The Attendance Officer to attend relevant training and update relevant policies.</p> <p>Engage with training on the Code of Conduct on Education Penalty Notices (EPN) and to act in accordance with agreed protocols, contacting the Educational Welfare Officer (EWO) to request issuing of warning notices ahead of EPNs.</p>		
<p>Promote awareness and understanding positive attendance in the community</p> <p>Termly attendance letters will be sent by the Attendance officer to every parent, communicating their child's attendance for the relevant term.</p> <p>Separate letters will be sent as required to the parents of those children whose attendance falls below 93%.</p> <p>Regular communication on attendance (and punctuality) by the Headteacher in the school's termly Attendance Newsletter will include the publishing of attendance figures alongside relevant messages.</p> <p>Celebrate improvements in attendance by sending letters following Attendance Reviews.</p>	<p>All stakeholders will be clear of the school's expectation of their own child's attendance, the attendance thresholds and intervention strategies to be implemented at each level</p> <p>Information of attendance is made higher-profile (in weekly newsletter, on the website, around school) and is more readily available</p> <p>Attendance improves</p>	<p>Attendance Team: L Quinell (Headteacher) R Minter (Deputy Headteacher) N Blinco (Attendance Officer) R Zaragosi Gomez (Chair of Governors)</p> <p>The Nurture lead and Deputy Designated safeguarding leads will support with attendance as required.</p>

<p>Improve punctuality</p> <p>Regular reminders in school bulletin</p> <p>Analyse late book half termly and contact parents with three or more lates by letter, explaining the importance of punctuality. If lateness continues, challenge and support through direct parental engagement.</p> <p>If engagement is unsuccessful, request EWO involvement to discuss the most appropriate legal mechanism to improve punctuality.</p>	<p>Families become more aware of the expectation of punctuality.</p> <p>Punctuality improves</p>	<p>Attendance Team: L Quinell (Headteacher) R Minter (Deputy Headteacher) N Blinco (Attendance Officer) R Zaragosi Gomez (Chair of Governors)</p> <p>The Nurture lead and Deputy Designated safeguarding leads will support with attendance as required.</p>
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Band	Attendance	Number of days	Comments
1	95%-100%	Equivalent of up to 9 days/less than 2 weeks absence	This level of attendance will ensure that your child has the greatest opportunity to fulfil their potential. Thank you for supporting your child's attendance at this level.
2	90% - 94.9%	Equivalent of up to 19 days/nearly 4 weeks absence over the year	Over the course of a full academic year, this level of attendance will begin to impact negatively on your child's progress and attainment. We will monitor your child's attendance regularly to ensure it improves. Support is available on an optional basis though non-engagement may result in a Penalty Notice being issued where: <ul style="list-style-type: none"> • Overt truancy (including pupils found during truancy sweeps) • Inappropriate parentally – condoned absence • Holidays in term time without prior school permission from the headteacher • Failure to return to school on the agreed date (may also result in your child losing their school place) • Persistent late arrival at school (after the register has closed) • All pupils who are excluded for between one and five days (fixed term or permanent) are required not to be in a public place, during school hours, without justification. This includes being accompanied by their parents.
3	85% - 89.9%	Equivalent of up to 29 days/nearly 6 weeks absence over the year	Over a full academic year, this is a high level of absence and your child's progress and attainment and potential is being held back. If our attendance team is not satisfied that absence is unavoidable, then we expect you to engage with us (and the Participation Officer, if appropriate) at attendance panel meetings to improve your child's attendance. If attendance does not improve, the Local Authority may choose to issue a Penalty Notice.
4	Less than 85%	More than 29 days/nearly 6 weeks absence over the year	If attendance falls below 85% over a full academic year, this will seriously impact and inhibit your child's progress, attainment and confidence. If our attendance team is not satisfied that absence is avoidable, non-engagement with the Participation Officer will result in the issue of an Education Penalty Notice