



## Attendance Statement Upton for Inclusion

This policy was written by those leaders responsible for monitoring attendance in the Upton Education Improvement Partnership (EiP) schools and in consultation with The Local Authority. The policy is written in line with relevant legislation and DfE Guidance including *Working Together to Improve School Attendance* (May 2022 – effective from September 2022.)

### Policy Statement

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. Positive attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

All children need to attend school for the full 190 days of the academic year in order to receive their educational entitlement. Children with poor attendance tend to achieve less well in both primary and secondary school.

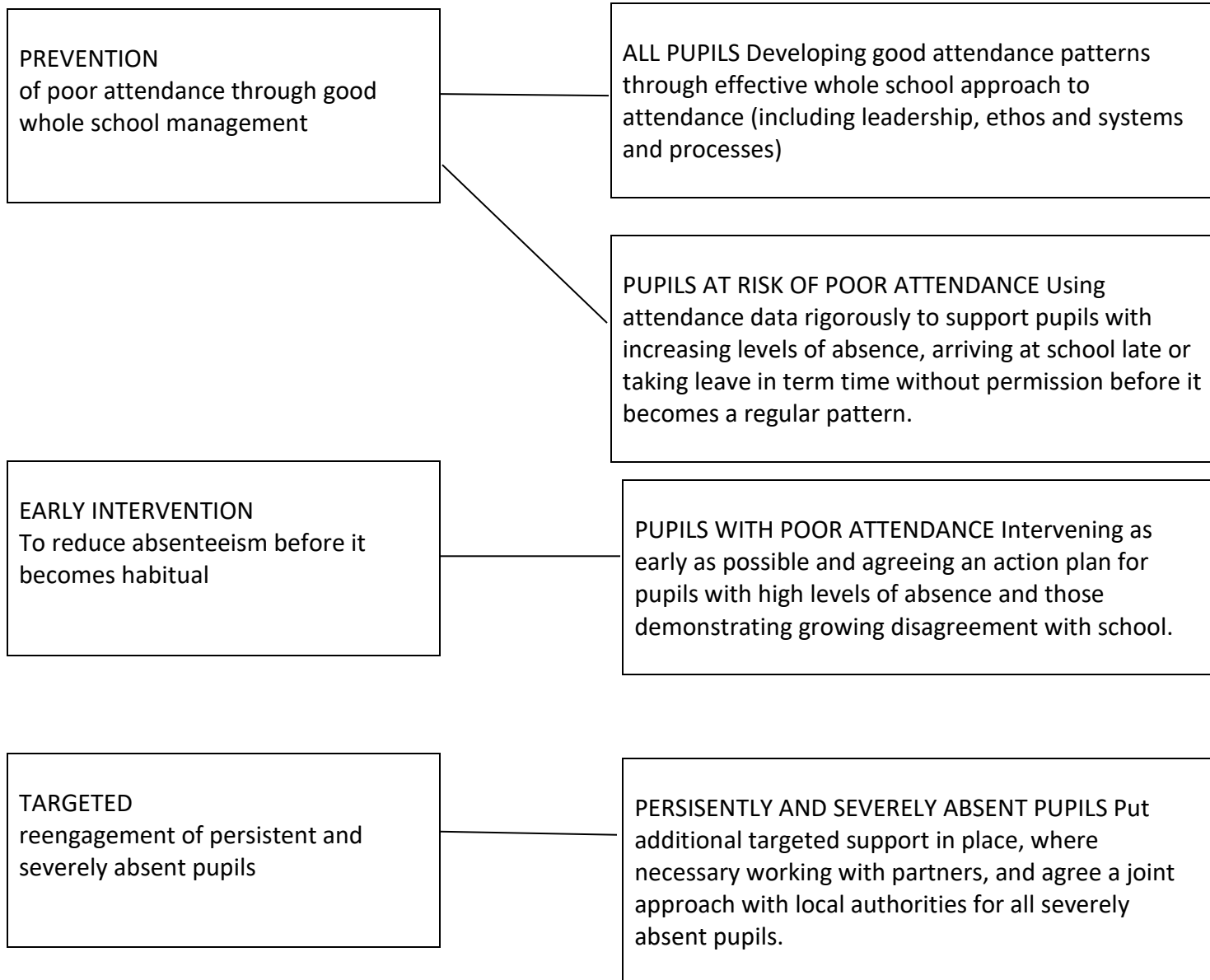
All schools within the EiP will follow procedures that comply with the law, relevant education legislation and codes of practice, DfE guidance and other relevant national/local requirements which aim to achieve best practice for all groups of children.

### Principles

The EiP Policy is founded on the following key principles:

- ✓ Improving attendance is everyone’s business. It is not solely the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in EiP schools, trusts or governing boards, the local authority and other local partners;
- ✓ Good attendance will be promoted and absence reduced, including persistent absence;
- ✓ Every child will have access to a full-time education to which they are entitled;
- ✓ Any patterns of absence will be acted upon early in collaboration with pupils, parents/carers and the Local Authority;
- ✓ Parents/carers will be held accountable in performing their legal duty of ensuring that their children of compulsory school age attend school regularly;
- ✓ Children will be punctual to lessons;
- ✓ Securing good attendance cannot be seen in isolation and effective practices for improvement will include close interaction with EiP schools’ efforts on curriculum, behaviour, bullying, special educational needs, pastoral systems, mental health and well-being, and effective use of resources including pupil premium.

**EiP schools adhere to the following principles for effective school attendance and improvement**



**School Policies & Procedures**

EiP schools have their own individual attendance policies based on the CWAC model policy.

Individual school attendance policies and this overarching EiP Policy statement have been formulated with due regard to the latest DfE guidance, which applies from September 2022.

## Working Together to Improve Attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home in school or more broadly requires all schools and local partners to work collaboratively in conjunction with parents/carers.

All schools should work in partnership and with their local communities to help remove the barriers to attendance that some families experience. In some cases, families will experience the same or similar barriers to attendance for multiple children who attend different EiP schools. We recognise the benefit of working together where possible to share good practice, address barriers for good attendance and to enhance the systems and process for promoting and managing attendance and punctuality.

All EiP partners work together to:

### EXPECT

Aspire to high standards of attendance from all pupils and their families, and build a culture where all can, and want to be, in school and ready to learn by prioritising positive attendance habits.

### MONITOR

Rigorously use attendance data to identify patterns of attendance (at individual, cohort, school and EiP levels) as soon as possible so that all parties can work together.

### LISTEN & UNDERSTAND

When a pattern or trend is spotted, discuss with pupils. Parents/carers and/or EiP colleagues to understand barriers to attendance and agree how all partners can work together to resolve them.

### FACILITATE/COORDINATE SUPPORT

Remove barriers in school or within the EiP cluster to help pupil and parents/carers access the support they need to overcome barriers outside of school or in the local area. Where barriers are outside of the school's control, all partners should work together to support families to access any support they may need voluntarily. Where a family has children in several EiP schools, designated staff will collaborate to coordinate relevant and timely support for the family. This collaboration may be agreed as part of the EiP Attendance Best Practice Forum.

### FORMALISE SUPPORT

Where absence persists and voluntary support is not engaged with, EiP partners will work together to explain the consequences clearly and consistently. Designated staff will collaborate, where a family has children in multiple EiP schools, to ensure that consistent information and support is provided. Depending on the circumstances, this may mean formalising support via a joint parenting contract.

### ENFORCE

Where all other avenues have been exhausted, support is not working or not being engaged with, EiP schools will enforce attendance through statutory intervention. Where a family has children in multiple EiP schools, a collaborative approach to this will be adopted.

All EiP schools work collaboratively to identify and monitor cluster attendance patterns, to identify common issues and barriers and to share effective practice. This collaboration also supports schools in evaluating the effectiveness of individual processes and improvement efforts to ensure that they are meeting the needs of pupils as experiences and barriers to attendance evolve.

EiP schools will collaborate in the following ways:

- Participation in termly meetings of the EiP Attendance Best Practice Forum;
- Ongoing CPD and engagement supported by expertise within the EiP and in partnership with local and national agencies;
- Regular review of attendance trends to identify and address issues across the cluster;
- Regular sharing of best practice to support review evaluation and enhancement of strategies in operation in individual schools and across the EiP;
- Collaboration on initiatives and approaches to improve attendance and punctuality across the EiP;
- Collaboration where families have children in multiple EiP schools to ensure that approaches taken are consistent and coherent.

### **Consistent and Coherent Approach to Intervention to Improve Attendance**

EiP schools will ensure that the approach taken in response to patterns of irregular school attendance and requests for leave during term-time is consistent and in line with the principles of this statement.

This is particularly important where siblings from the same family attend multiple EiP schools.

### **Training & Support**

Designated attendance leads in EiP schools meet termly to share knowledge, experience and expertise. This forum also provides a confidential and supportive environment for attendance leads to discuss ongoing issues and share concerns.

Ongoing CPD for attendance leads is also supported the Local Authority Education Welfare Service via attendance related briefings and training across the academic year.

### **Policy Monitoring & Review**

Implementation of this policy across EiP schools will be monitored by EiP headteachers in conjunction with designated attendance leads.

This policy will be reviewed in September 2023 based on updated guidance from the DfE planned for release in Autumn 2023.



Acresfield Academy

**Appendix 1** Form for any request of non-medical leave of absence in advance, at least 10 days before the first day of the absence request.

<b>Name of School</b>			
<b>Name/s of Child/ren</b>		<b>Year Group/s</b>	
Do you have any other children in other schools? If yes please write name of child/ren and school.			
State reason for absence			
<b>First day of absence</b>		<b>Total number of school days missed</b>	
<b>Return date to school</b>			
<b>Signature (Parent)</b>		<b>Printed</b>	<b>Date</b>
<b>Signature (Parent)</b>		<b>Printed</b>	<b>Date</b>
<b>For School Office Use Only</b>			
<b>Acknowledgement of reply for Leave Of Absence</b>			
<b>Headteacher's Decision</b>			
Authorised Absence		Unauthorised Absence	
<b>Reason for Authorised or Unauthorised Absence</b>			
<b>Signed Headteacher)</b>		<b>Date</b>	
<b>Copied to Parents</b>		<b>Register Code</b>	