



## North Lancing Primary School - Support for Attending School Regularly

**Expectation:** Attendance Matters . . . Punctual and regular school attendance is an essential requirement for successful learning from the time a child starts school. We have high expectations for all our children at North Lancing Primary School. Attendance must be a priority as we can only teach those who attend. Our attendance ‘floor target’ is 96%, but we hope for 100%. Children should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. There are 190 school days in each academic year. This means, 175 days in each year are non-school days. These 175 days are available to spend on family time such as visits, holidays, shopping, household jobs and other appointments.

**Impact of poor attendance:** Absence from school is often the greatest single cause of poor performance and achievement. Among pupils with no missed sessions over KS2, 83.9% achieved the expected standard compared to 40.2% of pupils who were persistently absent. Missing school leaves pupils vulnerable to falling behind, more likely to struggle sustaining friendships and much less likely to enjoy the school environment. The table below shows percentage absence in days, weeks and years:

| Attendance during one school year | Equals days absent | Approximate weeks absent | School career absence (Yr1-Yr11) |
|-----------------------------------|--------------------|--------------------------|----------------------------------|
| 95%                               | 9 days             | 2 weeks                  | ½ year                           |
| 90%                               | 19 days            | 4 weeks                  | 1 year                           |
| 85%                               | 29 days            | 6 weeks                  | 1 ½ years                        |
| 80%                               | 38 days            | 8 weeks                  | 2 years                          |
| 70%                               | 57 days            | 12 weeks                 | 3 years                          |
| 60%                               | 76 days            | 15 weeks                 | 4 years                          |
| 50%                               | 95 days            | 19 weeks                 | 5 years                          |

### Attendance Categories

| Category 1<br>Excellent | Category 2<br>Good | Category 3<br>Beginning to cause concern | Category 4<br>Significant Concern | Category 5<br>Unacceptable |
|-------------------------|--------------------|--|-----------------------------------|----------------------------|
| 100%                    | 96-99%             | 93-96%                                   | 90-93%                            | Below 90%                  |

### Recognising good and excellent attendance (96-100%)

Pupils are recognised for good and excellent attendance (Category 1 and 2). An attendance displays recognised whole class attendance (best class receives additional break); a weekly prize draw for all pupils in for 100%; half termly certificate, improved attendance certificates; prizes for best yearly attendance (top 10) and voucher for best career attendance (Year 6)



## Our support systems for encouraging regular attendance

| Intervention Steps for Category 3 to 5 Attendance         |                       |        |   |        |   |        |   |
|---|-----------------------|--------|---|--------|---|--------|---|
| Step 1  |                       | Step 2 |   | Step 3 |   | Step 4 |   |
| <b>Category 3 (93-96%)<br/>Beginning to cause concern</b> | Warning letter 1 sent | ➡      | 6 Weekly Check<br>No further action if improved or        | ➡      | Attendance Clinic<br>6 Weekly Check   | ➡      | Attendance Panel if no improvement                        |
| <b>Category 4 (90-93%)<br/>Significant Concern</b>        | Warning letter 2 sent | ➡      | Attendance Clinic<br>6 Weekly Check                       | ➡      | Attendance Panel<br>Attendance Contract<br>6 Weekly Check                   | ➡      | Early Help Intervention<br>6 Weekly Check                 |
| <b>Category 5 (Below 90%)<br/>Unacceptable</b>            | Warning letter 3 sent | ➡      | Attendance Panel<br>Attendance Contract<br>6 Weekly Check | ➡      | Early Help Intervention<br>Social Care referral (MASH)<br>Fortnightly Check | ➡      | Welfare Checks<br>Legal Action/Fines<br>Fortnightly Check |

### Interventions explained:

| Intervention        | Explanation  | Occurrence   |
|---------------------|--|--|
| Warning letter sent | Warning letters will detail current attendance percentage, explain expectation for improvement and next steps in the process.  | When attendance falls into category 3 or below (below 96%).        |
| Half Termly Check   | Attendance of pupils in category 3 to 5 checked for improvement. Attendance panel invitations sent to any pupils failing to improve.   | 6 weeks after warning letter was sent (category 3-5 attendance)    |
| Attendance Clinics  | School staff hosted attendance clinics with parents/carers to identify any underlying reasons for absence.   | 6 weeks after warning letter 1 (if no improvement has taken place) |
| Attendance Panel    | Half-termly panel meetings for parents of pupils where attendance is a concern. Parents are invited into the school for the meeting and attendance targets for improvement can be set. | For all pupils in category 4 – 5 (below 93%)                       |



## Interventions explained (continued)

| Intervention                       | Explanation  | Occurrence   |
|------------------------------------|--|--|
| Attendance Contract                | An attendance contract outlines target for improvement, timescale and agreed actions to get there. Contracts will be reviewed half termly.   | For most pupils in category 4 – 5 (below 93%)  |
| Social Care referral (MASH)        | Multi-Agency Safeguarding Hub (MASH) team make assessment of the risk to the child and make a decision on what to do to best protect that child. To make an informed decision the team share and gather information from partner agencies, children and their families.  | For pupils in category 5 (below 90%) who have not shown improvement and who do not have capacity to improve on their own   |
| Early Help                         | A partnership of specialist keyworkers for families with multiple or complex needs who require coordinated multi-agency support. This aims to prevent the need for statutory social care intervention.   | For pupils in category 5 (below 90%) who do not have capacity to improve on their own  |
| Welfare Check                      | A welfare check is the act of a school representative or police officer attending to ascertain the welfare of an individual or individuals in their place of residence.  | 10 days consecutive absence  |
| Medical Evidence Requests          | Requesting medical evidence to be provided if absences continue to occur and the reason given is illness or medical.   | When attendance falls below 96% and illness and medical are persistently cited as reasons for absence  |
| Education Supervision Orders (ESO) | An ESO is an order granted in the Family Proceedings Court requiring the parent and their child to follow directs made in the order. An ESO supports parents to exercise their parental authority.   | For pupils who have been in category 5 for a prolonged period and family circumstances require legal support   |
| Fixed Penalty Notices              | When a child is recorded as absent from school without authority their parent(s) can be held accountable for an offence under S.444 of the Education Act 1996. FPNs are issued per parent, per child and are an alternative to prosecution. This gives the parent an opportunity to discharge their criminal liability by paying a fine of £120, which must be paid within 28 days. If you pay the FPN within 21 days, the amount is reduced to £60. | Fixed Penalty Notices (FPNs) are generally issued where there have been at least 10 sessions of unauthorised absence from school within a recorded 10 school week period. However, there are some occasions where they are issued outside of these criteria. |