



HAWLEY PRIMARY SCHOOL

ATTENDANCE STRATEGY 2022-23

Attendance - Roles and Responsibilities

Headteacher	<ul style="list-style-type: none"> • Devise and agree an attendance policy with assigned roles and responsibilities. Ensure these are shared with school governors, teaching and support staff (including the office staff who are often the ones who see parents and / or children at the start, end of the school day, and receive messages from parents). • Appoint a senior member of staff as Attendance Lead and ensure they have the time and knowledge needed to be effective. • Set ambitious attendance targets for the whole school. • Ask for regular reports on attendance by whole school, year group and class level. Review pupils meeting persistent absence thresholds. Recommend this is carried out at least half termly. • Agree consistent and reasonable interventions for poor attendance / punctuality and rewards for excellent attendance. • With your Attendance Lead and Safeguarding Lead build a picture of children who are most vulnerable and make arrangements for their absence to be reported and / or monitored more rigorously. • Oversee attendance rewards, celebrations and postcards home to pupils with good attendance.
Governors	<ul style="list-style-type: none"> • Oversee attendance processes within the school. • Contribute to review of attendance policy. • Review attendance data at termly intervals
Attendance Lead	<ul style="list-style-type: none"> • Work with the Headteacher to devise a working attendance policy that is regularly reviewed to ensure it is relevant and effective and adapted to meet the changing needs of the school and its pupils. • Monitor attendance at a whole school, year group and class level. • Identify pupils who may be classified as particularly vulnerable therefore requiring an accelerated response time. • Identify pupils meeting or at risk of meeting Persistent Absentee thresholds and agree appropriate action plans (involving parents) to address absence / punctuality concerns.

	<ul style="list-style-type: none"> • Liaise with Safeguarding Lead and SENDCO to ensure crucial information on vulnerable groups with attendance concerns are shared where appropriate. • Provide regular reports on attendance rates / patterns / trends to Headteacher. • Involve all school staff in monitoring attendance – recognise the role of class teachers, learning mentors and front office staff in identifying children who absence / punctuality is causing a concern. • Assign a weekly slot with officer with daily responsibility for following up absence and liaising with parents. • Liaise with Pupil Attendance Service where appropriate.
Designated Safeguarding Leas	<ul style="list-style-type: none"> • Review attendance weekly of CIN LAC and other vulnerable pupils • Ensure Social Workers are updated daily / weekly as needed • Ensure key staff know who the most vulnerable children are and who needs to be contacted if they are not attending • Review termly x% of cases to look at trends and common issues
School Attendance Officer	<ul style="list-style-type: none"> • Work with Attendance Lead to monitor attendance weekly • Carryout daily checks on attendance and follow school's attendance policy • Keep record of vulnerable groups whose absence needs to be reported to attendance or safeguarding lead and acted on as agreed. • For any unexplained absence carryout first day calling / texting / emailing • Follow-up unexplained absences with 3 day letters / emails. • Arrange home visit at schools agreed trigger points. • All actions should be accelerated for identified vulnerable groups. • Challenge parents /carers where the absences are unexplained or unauthorised.
Class teachers	<ul style="list-style-type: none"> • Monitor attendance for their class • Follow school attendance policy escalation process. • Speak with students about poor attendance and lateness. • Speak with parents about poor attendance and lateness. • Feedback concerns raised by pupils / parents to Attendance lead. • Promote the importance of coming to school every day and on time.
All school staff	<ul style="list-style-type: none"> • Report attendance concerns to attendance lead or appropriate person • If parents speak to you about attendance – make sure this is passed on • Welcome children back after an absence – often fear of others reactions prevents a child successful return to school

Absence escalation day-table

Absence	Action	Outcome
Day 1	If no reason received: first day contact – telephone call / text / email. (Remember to ask for expected return date and for regular updates if absence more than one day).	Parent provides acceptable reason – authorised absence (AA). Reason provided is unacceptable - unauthorised absence (UA) Unable to contact family – check if child is identified as vulnerable –refer to Attendance / Safeguarding Lead
Day 2	If no response at day 1 – repeat above – if no contact, then consider trying emergency contacts	If contact made – as above school decide if absence should be AA or UA. If no contact made refer to Attendance Lead & check with support staff / school friends, consider home visit.
Day 3	If no response at days 1 & 2. Carry out home visit. If parents have responded but absence is UA issue school waring letter	Home visit – if no response leave note – if appropriate check with neighbours (mindful of data protection). Parents provide evidence for absence then AA if don't UA
Day 4	If no contact from family or emergency contacts	Check with senior school to see if known and ask for advice.
Day 5	If no contact from family or reason provided is unacceptable -issue school warning letter	Penalty Notice Warning to be considered.
Day 7	If no contact – home visit If contact but absence UA	No contact a) leave notes b) speak to neighbours c) checks with local authority. If continued UA refer to senior school staff– Pupil Attendance Service for Penalty Notice Fine
Day 10	Continuous absence – no reason provided	Notify Local Authority PAS and continue to implement procedures to address absence

If the child is consider to be vulnerable then this process needs to be escalated – always make sure you have a list of vulnerable children and who on SLT is the appropriate contact for example the SENDCO or the Designated Safeguarding Lead or Headteacher who may have other pertinent information that requires home visit or action on the first day of absence.

Absence escalation percentage table

Percentage	Responsibility	Action
94% - 96%	School Action: Attendance Lead / Attendance Officer	Review attendance – consider is absence authorised (is it one period of absence of several individual days - look for patterns) If authorised may decide to monitor. If unauthorised – write to parents advising them of attendance level and of concerns / expectations and possible next actions.
91% - 94%	School Action	Review attendance – consider if authorised – is evidence being provided If unauthorised has it reached the threshold for Penalty Notice Warning. Is a home visit / school attendance panel appropriate?
90% or below	School Action + PAS / other agencies where appropriate.	Review attendance – consider if absence is authorised – review reason and pattern. If child has a medical condition is a referral to Medical Needs Service appropriate. If they are subject to CP plan or other safeguarding concerns raised, then discuss with Designated Safeguarding Lead / allocated Social Worker. If low attendance is authorised due to exclusions have all inclusion options been considered (primary may seek advice from the re-integration service. Home visits should be made to ensure vital information is not missed. Consider absences using Emotional Based School Avoidance guidance.
		At less than 90% attendance a child is a Persistent Absentee and absence requires further investigation and possible statutory intervention depending on reason for absence. Long term illness should have been referred to Medical Needs Team; exclusions to School Inclusion Service.
Less than 50% or below	School Action + PAS / other agencies where appropriate.	Consider holding a Team Around the Child meeting to discuss support and plan to improve attendance.

Schools must notify the Local Authority of children who are absent for 10 consecutive days without authorisation. Email pas@camden.gov.uk LAC, CIN and EHCP may need earlier intervention.