



## Attendance Strategy 2023-2024

### **Attendance Expectation**

Newton Road School expects children's attendance at school to be a minimum of **97.0%** as there is a strong correlation between excellent attendance and attainment. Newton Road will reinforce this expectation by:

- Promoting excellent attendance and reducing absence, including persistent absence.
- Acting early to address patterns of absence.
- Working collaboratively with parents and carers to support in ensuring that their children's attendance meets the expected level set out by the School.

### **Definition of a parent**

A parent means:

- All natural parents, whether they are married or not.
- Any person who has parental responsibility for a child or young person.
- Any person who has care of a child or young person i.e. lives with and looks after the child.

The local authority and school will need to decide who comes within the definition of parent in respect of a particular pupil when using the legal measures, but generally parents include all those with day to day responsibility for a child.

### **Late arrivals at school**

- Children who arrive after 8.45am must report to the school office where their name, time of arrival and reason for arriving late will be noted.
- After 9.30am, an adequate reason for lateness may be authorised, but children and parents/carers who fail to provide an adequate explanation for the lateness must be marked as an unauthorised absence for that session.

### **Leave during term time**

Should parents or carers be taking their child out of school during term time, they are required to complete a leave during term time form prior to the absence commencing, notifying of the duration of leave and reason for absence. Forms can be collected from the school's Main Reception or on the school website at [Newton Road School - Key Forms](#).

Newton Road School and the Local Authority are continuing to work together to reduce the amount of leave taken in term time by issuing Penalty Notices under Section 444(1) of the Education Act 1996 (amended regulations 2013).

## **North Northamptonshire Council Regulations**

Parents need to be aware that, North Northamptonshire Code of Conduct means that a Penalty Notice could be issued for **five days of absence** (ten sessions).

Absences can include 'late after the register closes' and can be calculated as five consecutive days or cumulative total of five days/ten sessions over a six school-week period. This may result in a referral to the Education Inclusion Partnership Team for further action. Such absences can result in a Fixed Penalty Notice of up to £120 or court action resulting in a criminal record and a fine up to £1000.

There is clear evidence that any absence can and will have an impact on attainment. With this in mind, periods of leave taken during term time will not be authorised. Referrals will be made to the Education Inclusion Partnership Team for five days of absence or more where consideration will be given to issue a penalty notice.

### **Reporting an absence**

If a child is going to be absent from school, it is the responsibility of parents and carers to notify the school at the earliest possible convenience. Notification should be made to the school for each day of the child's absence before the start of the school day. This can be made through a telephone call via the school absence line or visiting school to notify them of the absence.

### **Absence follow-up – First Day Response**

Should a child be absent from school without a valid reason, a telephone call will be made or text message sent by a member of the school's attendance and welfare team. If a valid reason is not obtained on the first day of absence, a home visit may be completed.

### **Safeguarding and Absence**

Contact will be made firstly to the children who are deemed at high risk of a Safeguarding Issue. The Attendance/Welfare Officer will be made aware of these children through liaison with the Designated Safeguarding Lead (DSL). The DSL will provide regular updates of whom these children are.

### **Home visits**

Parents and carers should be aware that home visits are completed by Newton Road School as a standard procedure when children are absent from school. Should schools have any safeguarding concerns for a particular child, home visits will be completed to these families in the first instance. For all absences, of 3 days or longer a home visit will be completed on Day 3. Home visits allow school staff to see the child and discuss the absence with parents and carers, as well as being able to offer support if required.

### **Medical evidence**

If a child is absent from school due to an appointment or has received prescribed medication, Newton Road School requires medical evidence to be presented upon the child's return to school.

Medical evidence can be in the form of:

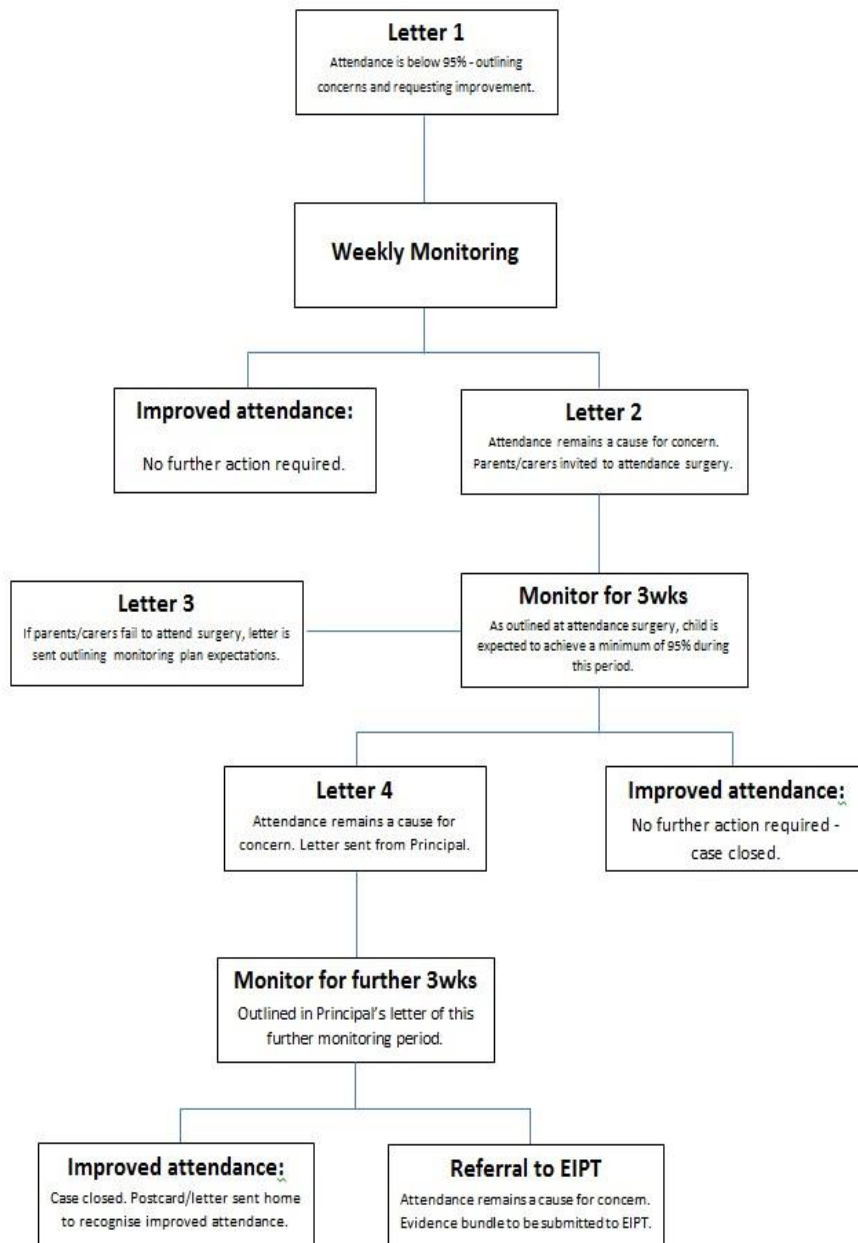
- an appointment card provided by the medical practice
- a text message or email confirmation of appointment
- a doctor's letter
- a hospital letter/discharge note
- a medical prescription

When medical evidence is seen, authorisation for the absence will be given.

Should a parent or carer have any further queries about appropriate medical evidence, contact should be made to the school office.

### **Attendance Correspondence**

Newton Road School has devised a set of attendance procedures which are adhered to if a child presents with attendance and/or punctuality concerns. The below diagram highlights the procedures followed:



## Letter One Template - Attendance Below 95%

Date

Dear Parents/Carers

### **Stage One Attendance Letter – Attendance Below 95%**

It has come to my attention that unfortunately      's school attendance is currently below our threshold.

**'s attendance is currently      this academic year.**

As a school we have a target of a minimum of 97% attendance.

We have a duty to inform you of attendance levels when they drop below 95%. This low level of attendance could potentially have a detrimental effect on      's educational attainment.

Attendance will continue to be monitored by the school and I am sure we will see an improvement over the coming weeks.

It is important that you are aware, that if there is no improvement with your child's attendance the school may need to refer to the Educational Inclusion Partnership and under Section 444(1) of the Education Act 1996 (amended regulations 2013), you are at risk of receiving a Fixed Penalty Notice or they may choose to take Court Action, which may result in and/or a criminal record or fine.

If you would like to discuss this matter further, please send an email to [Office@newtonroadschool.co.uk](mailto:Office@newtonroadschool.co.uk) and a member of the Inclusion Team will contact you.

Yours sincerely

Mrs T. Holmes  
Attendance Officer

Mrs S. Robinson  
Lead DSL and for Pastoral Support

## Letter Two Template – Attendance Surgery Invite Letter

Dear Parent/Carer,

### **Stage Two Attendance Letter – Target Not Met**

It has come to my attention that following our previous Stage One Attendance letter that      's school attendance has not improved and the target of 95% for the recent period has not been met.

**'s attendance is currently      this academic year.**

This current low level of attendance will have a detrimental effect on      's educational attainment.

You are therefore invited to an attendance surgery meeting with Mrs Robinson (our Lead DSL and Lead for Pastoral Support). The details of the meeting are below:

**Date:**

**Time:**

It is important that you attend the meeting to discuss your child's current attendance and the support available to you.

After this meeting, attendance will be continued to be monitored. As explained previously, if there is no improvement with your child's attendance the school may need to refer to the Educational Inclusion Partnership and you are at risk of receiving a Fixed Penalty Notice or they may choose to take Court Action, which may result in and/or a criminal record or fine. This is in line with Section 444(1) of the Education Act 1996 (amended regulations 2013)

If you would like to discuss this matter further, please send an email to [Office@newtonroadschool.co.uk](mailto:Office@newtonroadschool.co.uk) and a member of the Inclusion Team will contact you.

Yours sincerely

Mrs T. Holmes  
Attendance Officer

Mrs S. Robinson  
Lead DSL and for Pastoral Support

## Attendance Surgery Contract Meeting Template

**The meeting should not commence if parents do not attend. Parents should be offered one chance to reset date and if they do not attend they should be written to detailing the support and target expected.**

<b>Date of Meeting:</b>			
<b>Name of Chair of Meeting:</b>			
<b>Pupil's Name and Class:</b>			
<b>People Present at the Meeting including their role:</b>			
<b>Purpose of Agreement:</b>	To improve the above pupils' schools' attendance record and avoid legal action being taken.		
<b>Summary of Involvement and Support to date:</b>			
<b>Are any agencies involved currently with Parent</b>	Yes/No  If Yes, please give details:  If No, multi agency involvement offer the EHA: EHA Accepted YES/NO (reasons for declining offer)		
<b>Current Overall Attendance:</b>			
<b>Attendance Since Stage One Letter</b>	Attendance in last ____ week's ____ out of ____ =  ____% Attendance  ____% Un.Abs		
	<b>What is Working Well?</b>	<b>What are we worried About?</b>	<b>Next Steps?</b>
<b>Pupil Voice</b>			
<b>Parent Voice</b>			
<b>School Voice</b>			
<b>Agreed Attendance Target</b>	<b>95% for the next 6 weeks.</b>  If after 3 weeks, target not on track Principal will write a letter informing of need for improvement or referral will be made to the Education Inclusion Partnership.  <b>3 week Review Date:</b> <b>6 week Review Date:</b>		

Agreed Action	Person Responsible	To be completed by..

	Name	Signed	Date
Parent			
On Behalf of the School			



## Letter Two (b) Template – Non-Attendance at Attendance Surgery

Date

Dear Parent/Carer,

### **Rescheduled Attendance Surgery**

We are writing to you because you were unable to attend the attendance surgery on:

**Date:**

**Time:**

We would like to invite you to a rescheduled meeting on:

**Date:**

**Time:**

This meeting is because following our previous Stage One Attendance letter that 's school attendance has not improved and the target of 95% for the recent period has not been met.

We remain concerned as this current low level of attendance will have a detrimental effect on 's educational attainment.

It is important that you attend the rescheduled attendance surgery meeting with Mrs Robinson (our Lead DSL and Lead for Pastoral Support) to discuss your child's current attendance and the support available to you.

After this meeting, attendance will be continued to be monitored. As explained previously, if there is no improvement with your child's attendance the school may need to refer to the Educational Inclusion Partnership and you are at risk of receiving a Fixed Penalty Notice or they may choose to take Court Action, which may result in and/or a criminal record or fine. This is in line with Section 444(1) of the Education Act 1996 (amended regulations 2013)

If you do not attend this meeting, we will write to you outlining the target to be achieved and the expectations and next steps.

Yours sincerely

Mrs T. Holmes  
Attendance Officer

Mrs S. Robinson  
Lead DSL and for Pastoral Support

## Letter Three Template

Date

Dear Parent/Carer,

### Stage Three Attendance Letter

Following your non-attendance at two scheduled attendance surgeries and with **\*\*\*'s attendance currently being \*\*\*\* this academic year, we are now setting you the following target for attendance:**

**95% attendance from DATE to DATE.**

Your child's current low level of attendance will have a detrimental effect on their educational attainment.

Attendance will be closely monitored for the next 6 weeks. With a review at 3 weeks and the final review on DATE.

The Principal will write to you outlining the likely next steps, if at the 3 weeks you are not on track to meet the attendance target.

Please be aware if there is no improvement with your child's attendance the school will refer to the Educational Inclusion Partnership and you are at risk of receiving a Fixed Penalty Notice or they may choose to take Court Action, which may result in and/or a criminal record or fine. This is in line with Section 444(1) of the Education Act 1996 (amended regulations 2013).

If you would like to discuss this matter further, please send an email to [Office@newtonroadschool.co.uk](mailto:Office@newtonroadschool.co.uk) and a member of the Inclusion Team will contact you.

Yours sincerely

Mrs T. Holmes  
Attendance Officer

Mrs S. Robinson  
Lead DSL and for Pastoral Support

## Letter Four Template –Letter from Principal regarding Attendance

Date

Dear \*\*\*\*\*

### **Stage Four – Notification of Referral for Attendance**

On DATE you were set an attendance target of **95% attendance from DATE to DATE.**

I am writing to you today as having reviewed the attendance target at 3 weeks, you are not on track to meet the target. Therefore, I am writing to inform you that if by DATE there has been no improvement to attendance the school will refer directly to the Education Inclusion Partnership and under Section 444(1) of the Education Act 1996 (amended regulations 2013 you are likely to receive a Fixed Penalty Notice or they may choose to take Court Action, which may result in and/or a criminal record or fine.

This is not something the school takes likely but research shows that low attendance does have a detrimental impact on a child's education outcomes.

The school has followed its attendance procedures and offered support during this period. Whilst I hope to see an improvement in the next three weeks and the overall target met, you are clear on what will happen if the 6 week target is not met.

If you would like to discuss this matter further, please send an email to [Office@newtonroadschool.co.uk](mailto:Office@newtonroadschool.co.uk).

Yours sincerely

Mrs E Turner  
Principal

**Letter Five Template – Target Achieved Letter**

Date

Dear:

**Attendance Target Met**

Following on from our last letter where we set an Attendance Target, attendance has been closely monitored and I am very pleased to confirm that the target set of a minimum of 95% attendance over the 3 week target period has been achieved.

Attendance will continue to be closely monitored and if levels begin to fall, we will contact you and continue to follow our attendance procedures.

We are very pleased with this significant improvement in attendance and hope it continues until the end of this academic year.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

Mrs T. Holmes  
Attendance Officer

Mrs S. Robinson  
Lead DSL and for Pastoral Support

## **Newton Road School Attendance Reward Strategy 2023-24**

Newton Road School recognises that attending school daily and on time has a positive impact on learning, progress and therefore the best life chances for our children's successes.

We strive for every child to achieve 97% attendance or above. We understand that rewards/incentives can support children and families to strive for the best possible attendance and aim to encourage and recognise these achievements.

### **Attendance Rewards**

As a school, we have established a programme of rewards for all children achieving 97% attendance across our school.

#### End of Term 1 (cut-off date: 8th December 2023)

Each child achieving 97% attendance or above from the beginning of Term 1 (September 2023) will receive a 'Great Attendance' badge and certificate.

#### End of Term 2 (cut-off date: 22<sup>nd</sup> March 2024)

Each child achieving 97% attendance or above from the beginning of Term 1 (September 2023) will receive a 'Great Attendance' pencil and certificate.

#### End of Term 3 (cut-off date: 12th July 2023)

Each child achieving 97% attendance or above from the beginning of Term 1 (September 2023) will be invited to attend a special celebration event during the last week of term. Further details of this event will be communicated with eligible children and families closer to the time.

#### Awesome Attendance Award

Each week in assembly all classes with a cumulative average of 97% attendance will be announced and celebrated. The top three classes (providing above 97%) will be announced and the winner will be given the Attendance Mascot for the week, which will be put on display in their classroom.

#### Attendance Ambassadors

A small team of pupil Attendance Ambassadors are in place within each of the primary schools. Attendance Ambassadors have a number of responsibilities which include raising awareness of excellent school attendance; supporting with celebration events; and presenting attendance assemblies. Attendance Ambassadors play a pivotal role in enhancing the ethos of each school's attendance expectations and achievements.