



REGENT PRIMARY SCHOOL

Attendance Policy

Reviewed by SLT: June 2022
Previous Review: New Policy

Approved by the Board:

Why good attendance is important?

The Statutory Framework defines what providers must do, working in partnership with parents and/or carers, to promote the learning and development of all children in their care, and to ensure they are ready for school.

As stated Ofsted/BSO expects practitioners to promote good attendance within their settings. In line with statutory guidance, inspectors will gather evidence as to whether staff in all settings are sensitive to signs of possible safeguarding concerns. These include poor or irregular attendance, persistent lateness, or children missing from education.

Reasons for children to attend regularly are to support their learning and development, to make sure that children are kept safe, their wellbeing is promoted, and they do not miss out on their entitlements and opportunities.

Good attendance promotes good outcomes for children. In a small minority of cases, good attendance practice may also lead to the earlier identification of more serious concerns for a child or family and may have a vital part to play in keeping a child or other family members safe from harm.

You should have good policies and procedures for promoting, supporting, recording, and monitoring the attendance of children; this includes keeping accurate records of the daily times of arrival and departure for each child. It is in the best interests of children and families that all settings are aware of effective practice.

The guidance in this document is aimed at The Regent Primary School.

Why is good attendance important?

There are positive benefits to be gained from regular attendance; this includes not only coming to every session, but also being there on time. It is important that all staff understand why good attendance by children and good attendance practice among staff need to be maintained.

Benefits include the following:

- i. **Good habits**
 - It builds in young children the idea that getting up and going to a setting is simply what you do.
 - Children who attend school regularly develop a feel for the rhythm of the week and gain a sense of security from some regular elements, even when the actual pattern or focus of their learning or activity may vary widely from week to week.
- ii. **Secure relationships**
 - Children find it easier to build and sustain a range of social relationships when they regularly attend their childcare/school setting. Regular attendance helps to develop secure attachments within the setting.
 - For some families, particularly at times of stress, the child's regular attendance at a setting allows parents to get other things done and helps them enjoy spending time with the child when he or she is at home.
- iii. **Self-esteem**
 - Children who rarely miss school and come on time are more likely to feel good about themselves. This is because they know what goes on and what to expect, feel more

confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution.

- Children who regularly miss school or are generally late, can frequently experience a sense of having to try a little bit harder just to understand what is going on and what other children are talking about or doing.
- Regular attendance, on time, helps many children to separate from their parents or carers at the start of the day and settle more readily into daily life in their setting.

iv. **Learning and Development.**

- Staff carefully plan every lesson for each child in their care and want to take every opportunity to help them thrive. Experiences gained in one lesson are often developed further in the next lesson, whether or not these are consecutive days.
- Children learn in many different ways through play with others and through being in the company of staff who actively support their learning and development.
- Underachievement is often linked to lower attendance. For some older students this is linked to a steadily deteriorating trend in attendance which is traceable right back to their Early Years setting.

v. **Safeguarding**

Good attendance is important for every child, but especially those for whom specific factors may make them more vulnerable to disengagement or underachievement. Most children are well supported by their families and continue to thrive, whatever their background or circumstances. However, there are some factors in children's lives which may make them more vulnerable. It is important that you exercise 'professional curiosity'.

It is particularly important to pay close attention to the patterns of attendance for potentially vulnerable groups of children, including, for example:

- children facing difficult family circumstances e.g. housing problems, bereavement, separation/ divorce
- children from families experiencing some degree of financial hardship
- children with additional needs, learning difficulties or disabilities
- children with English as an Additional Language (EAL)

If any child's attendance starts to cause concern in your setting, it is helpful for the Key Person to discuss this with the staff who work with any of the child's siblings who come to the same school. This helps establish whether there are issues only for an individual child or if the family as a whole may be going through a difficult time.

Recording and monitoring attendance

Keeping accurate attendance records is not just bureaucracy. Monitoring attendance is important for all children, but especially for those in vulnerable groups. Knowing when children have attended a session provides vital information to keep children safe from harm and help tackle underachievement.

Having clear accessible attendance records helps identify children at risk and helps teams to understand, assess and support the widest possible range of needs for a child and his or her whole family.

To ensure that attendance records support the work of safeguarding young children and promote their learning and development, it is important for senior managers and staff at all levels to pay attention to the following:

- ❖ Keep full registration details for every child.
- ❖ Keep accurate information about parents, carers and others who may accompany the child to and from the school. It is vital to have up-to-date records of who does/ does not have a legal right of access to each child and to make sure that key people know the situation for each individual child.

It is important that you:

- Make clear, consistent, and accurate entries, whether you are using manual or electronic registers.
- Consistently and thoroughly investigate all absences for individual children and their siblings (if they are also at your school) and keep records of the family's explanations.
- Put in place some routine monitoring.
- Put in place systematic and rigorous monitoring of the registers by the designated lead who is responsible for ensuring accurate recording, identifying, and addressing attendance issues and engaging parents.

The following actions will be set in place to ensure good attendance and punctuality at The Regent Primary School. These actions are necessary to avoid students being absent because of holidays/events and other during term time. The actions will also support families whose children undergo disruption due to student coming in late and being unprepared for lessons. The support of the majority of the student body's education is a key factor in encouraging other parents to work as a community in the support and development of our children:

- 1. Starting the 2022/2023 academic year the front gate will be locked strictly at 8:00am every morning. Anyone who haven't entered by this time will not be able to get access and will be recorded as absent that day.**
- 2. Students with less than 80% attendance for a particular term will undergo a review where parents are invited in to discuss the circumstances. At the end of the academic year students with an attendance of less than 85% will undergo a review to determine if they either repeat the year or forfeit their place at the school.**

Our policy and above actions will constantly be under review and will be assessed under consultation of all stakeholders.