Grove School

Pupil Attendance Policy for Parents

Mission statement:

"Enjoy, learn, achieve"

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Headteacher: Ms J Baker

1. **Vision and values for attendance at Grove.**

Our Grove Expectations

Pupils, staff and parents are:

- Good listeners and thoughtful speakers
- Are honest and tell the truth
- Are kind and don't hurt others or their feelings
- Respect all property
- Are supportive of others
- Always do our best
- We treat others as we would like to be treated

Making sure your child attends school is important to us.

Attendance is everyone's business.

We will support you to make sure your child attends school regularly and on time. We want all children to have a strong sense of belonging in Grove School. We want them to actively engage in their learning and development and take part in the wide range of curriculum enhancements we offer. Children who attend school regularly feel safe, respected, connected, confident, included, healthy and happy.

We know attendance at school improves personal well-being. We know regular attendance is the best indicator of longer term success and outcomes. When children are absent from school much of the missed learning can never be made up. Every day in school is important.

This policy has been written with regard to the following:

https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

What does the law say about attendance?

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**. It is the legal responsibility of every parent to make sure their child receives that education** either by attendance at a school or by education otherwise than at a school.

Where **parents** decide to have their child registered at school, **they have an additional legal duty to ensure their child attends that school regularly.** This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

At Grove we will:

Work together to improve attendance.

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include early help or a family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, school will work with parents to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Celebrating and rewarding good and improved attendance

Good attendance is a learned behaviour, it is important that good patterns of attendance are developed from the outset. This is integral to the school's expectations and ethos.

Recognising and rewarding good attendance is an important part of the work of all staff. We celebrate success in many different ways. We constantly refresh our ideas. If you have a good idea on how to reward and improve attendance please let us know.

i. Postcards sent home to congratulate children on good or improved attendance.
ii. Weekly assembly with a certificate for the class with the highest attendance.
iii. 100% attendance for the term assemblies bronze, silver and gold – certificate, badge, prize and a wristband.
iv. 97% - 99.9% attendance for the term assemblies
v. Attendance is reported o=in the fortnightly newsletters
vi. Attendance displays.
vii. Attendance reported on the school website.
viii. Attendance celebrated in school letters.
ix. Fantastic Fridays – one pupil from each year group is awarded a prize if they have attended 100% in the previous week.
x. 10 Day Challenge three times a year to reduce absence at the end of a term
xi. Individual attendance charts for pupils.
xii. Spot prizes for the class with the highest attendance.
xiii. Attendance parties

3 Aims of the school policy on attendance

- To ensure we protect children from the negative outcomes of poor attendance and support all children to develop their full potential

- To ensure all staff, parents and the Governing Body understand our school policy on attendance

- To ensure that there are procedures in place to monitor pupil attendance effectively and these are followed, resulting in regular attendance for all pupils

- To ensure that all pupils receive their full entitlement to education throughout their school life

- To ensure that parents and carers are supported by school and external agencies through a process of early intervention and collaborative information sharing

- To promote good attendance and reduce absence, including persistent absence

- To act early to address patterns of poor attendance

- To ensure we are mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities and provide them with the necessary additional support.

Key staff

The senior leader responsible overall responsibility for pupil attendance is Ms J Baker, Head Teacher
The administrator responsible for attendance is Mrs M Murphy
Our Family Support Worker, Mr C Bennett, helps and supports families to improve school attendance.

Our pastoral team meets every week to review the attendance of the whole school, year groups, classes and pupils who are classed as severely or persistently absent.

3 Completing attendance registers

Teachers must complete admission and attendance registers and have effective day to day processes in place to follow-up absence

The admission register (sometimes referred to as the school roll) must contain specific personal details of every pupil in the school along with their starting date, information regarding parents, and details of the school last attended.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

Attendance register

Teachers take the attendance register at the start of each morning session of each school day and once during each afternoon session.

On each occasion we record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024.

At Grove:

* The school doors open at 8.30am. Pupils can come into school from
8-30am. Pupils can have breakfast from 8.30-8.45am

* Electronic registers open at 8.45 and close at 9.15am. A pupil is registered late (L) if they arrive after 8.45 up until 9.15am

* After 9.15am a child will be marked as U (unauthorised late)

If we do not hear from a parent ie have a reason for absence we may make a home visit. After 3 days absence a home visit will always be made to check on the welfare and well-being of the pupil.

4 **Our absence procedures**

* You can inform school if your child is absent in the following ways a) recording the absence on the school website b) letting an administrator on the school gate in the morning know your child is absent c) telephoning the following numbers 0121 464 4669 main switchboard, Mrs Murphy, lower school extension 402 and Mrs O Mahoney, upper school extension 403.

* Our admin team make first day absence calls to find out the reason for a child's absence.

* Any child, for whom we have no recorded reason for their absence from school, has a letter emailed/posted to the family home detailing when the child was absent and requesting the return of a letter to update our records . N codes should remain on register no longer than two weeks, following a two- week period the absence becomes unauthorised – a U code.

* We may carry out a home visit to check on the welfare of the child/family especially if we do not hear from the parents.

* If we do not hear from you and remain concerned we may contact the police and ask for a safe and well visit.

5. What do we do if we are concerned about a pupil's attendance?

When teachers see a pattern of absence, reduced attendance or have concerns about a child's attendance they will ask to meet with you to discuss your child's absence record. They may be able to find ways to help you make sure you get your child to school.

If school continues to be concerned about a child's attendance, we will ask our Family Support Worker to meet with you. This is called an Early Help Attendance meeting. You can talk about the reasons your child is absent. Mr Bennett will write a ' contract' with you. The aim of this is to improve attendance.

Mr Bennett will complete a Three Houses/wishes and feelings sheet with your child to gather information about what is working well, what the child is concerned about and what needs to change. This allows staff to understand reasons for poor attendance through the eyes of a child.

Early Help

https://www.lscpbirmingham.org.uk/early-help

What do we mean by Early Help?

Early Help means taking action to support a child, young person or their family early in the life of a problem, as soon as it emerges.

Early Help requires that agencies should work together as soon as a problem emerges or a need is identified to ensure the child gets the right response, and the right services, from the right people at the right time. Our aim is to meet need early and avoid a problem escalating or the need increasing.

Early Help is provided to prevent or reduce the need for specialist interventions unless they are absolutely the correct response to meet the need and resolve the problem.

The **Early Help Assessment** and **Our Family Plan**, using the Signs of Safety and Wellbeing framework. For more information **click here**.

If your child's attendance does not improve following this support then school will follow Birmingham City Councils Support First process. These can be found at:

https://www.birmingham.gov.uk/downloads/file/30742/bcc_support_first_framework_-_sept_2025

Please be aware that we may request the local authority to issue a Penalty Notice (fine) is we have worked with and supported you but your child still has absences.

6. Taking your child out of school in term time

We do not agree and give permission to parents taking children out of school in term time unless there are exceptional circumstances. Please let us know if your are taking your child out of school in term time. We will ask you to complete a form. We will meet with you to talk about the request. If we do not know you have taken leave in term time and we do not hear from you we will be concerned. We may think your child is missing. We may make a Child Missing in Education referral.

More information about Leave in Term Time can be found at:

https://www.birmingham.gov.uk/downloads/file/5462/leave_of_absence_legal_process

If you do take your child out of school for a long period of time we will contact you to arrange a video call to check to see if your child is safe and well.

7. Children Missing In Education (CME)

The children missing education (CME) service offers a referral service to school for pupils whose absence is unexplained and whereabouts unknown.

For more information about CME:

https://www.birmingham.gov.uk/info/20014/schools_and_learning/1325/children_missing_education

8. Removal from roll

A pupil's name can only be lawfully deleted from the admission register if a reason is set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended applies.

9. Pupils with medical conditions or special education needs

Some pupils face greater barriers to attendance than their peers.
Their right to an education is the same as their peers. School are mindful of barriers for these pupils and work with parents to put into place additional support where necessary. These include:

- Putting in place a medical care plan with the school nurse service and, if appropriate, external agencies
- Help to remove in-school barriers that these pupils may face

Pupils with long term illnesses or other health needs may need additional support from other agencies such as alternative provision provided by the local authority.

10. Part-time timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in the child's best interests, there may be a need for a temporary part – time timetable to meet individual needs.

At Grove part-time timetables are agreed with medical and/or special educational needs professionals, usually the Educational Psychologist. There are formal arrangements in place to review a part-time timetable with parents and external agencies. The absence for part of the day or week is an authorised absence.

11 . Elective Home Education

The school follows the Birmingham City Council policy for Elective Home Education.
This policy can be found at: www.grove.bham.sch.uk/parents/attendance.
Information from Birmingham City Council for parents can be found at:

https://www.birmingham.gov.uk/info/20014/schools_and_learning/692/home_education

Birmingham Local Authority encourages parents / carers to inform them directly of the withdrawal of a child from school, even though schools will also notify the local authority.

We request that parents inform Ms J Baker, Head Teacher of your intent to home educate in writing.

12. Medical evidence

If your child's attendance becomes a concern (eg falls below 90%) we can request medical evidence. Telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. A child sent home from school, by school is medical evidence.

We will write to parents of children who we require medical evidence for. Medical evidence can include the following:

- a copy of the prescription
- slip with date, pupil's name and surgery stamp signed by the receptionist
- medical appointment cared with one appointment entered
- letters concerning hospital appointments
- print screen of medical notes
- doctor's medical certificate
- doctor's letter

Once the school receives medical evidence the absence is authorised. If we write to you requesting medical evidence and you do not provide this the absences will be unauthorised.