Absence Procedures

The name and contact details of the school staff member pupils and parents should contact about attendance on a day to day basis is:
Name Jackie Forsyth
Email address office@broomgrove-inf.essex.sch.uk

We monitor all absence, and the reasons that are given, thoroughly.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before **9.20 am**. The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff
- Contact the school on every further day of absence, again before **9.20 am**
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence

If your child is absent we will:

- Telephone or text you on the first, and every subsequent day of absence, if we have not heard from you however it is your responsibility to contact us
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made in the interests of safeguarding
- A referral will be made to Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education."

If absence continues we will:

- Write to you if your child's attendance is below 95%, or where punctuality is a concern
- Invite you into school to discuss the situation with the Headteacher and Attendance Officer if absences persist
- Create a personalised action/support plan to address any barriers to attendance
- Offer signposting support to other agencies or services if appropriate
- Refer the matter to the Local Authority for relevant sanctions if attendance deteriorates following the above actions

Lateness

Poor punctuality is not acceptable and can contribute to further absence. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed, miss vital work and important messages from their class teacher.

The times of the start and close of the school day for all pupils at Broomgrove Infant School are:

• Gates open: ***8.35 am***
  Classroom doors open: 8.45am
• Classroom doors close at: ***8.50 am prompt***
• Registration closes: ***9.15 am***
• End of the school day: ***3.15 pm***

How we manage lateness at Broomgrove Infant School:

• The school day starts at ***8.45am*** when children can begin to come into school. The classroom doors will **close promptly @ 8.50am** and will not be re-opened so please do not knock on the classroom door.

• Registers are taken from ***8.50am*** and your child will receive a late mark 'L' if they are not in class at the time the register is taken.

• Children arriving after ***8.50am*** are required to come into school via the school office accompanied by a parent/carer who must sign a lateness report slip and provide a reason for their lateness which is recorded

• At ***9.15 am*** the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site - 'U', but this will **not** count as a present mark, and it will mean they have an unauthorised absence.

If a child is absent from school the <u>parent</u> must follow these procedures at <u>Broomgrove Infant School:</u>

• Contact the school on the first day of absence before ***9.15 am***. The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff. You can also contact us via email on: office@broomgrove-inf.essex.sch.uk

• Contact the school on every further day of absence, again before ***9.15 am***

Full details of our Attendance Policy can be found on the school website at:
https://www.broomgroveinfantschool.co.uk

<u>Understanding barriers to attendance</u>

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family,

you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individualised early help plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners where appropriate.

The name and contact details of the school staff member pupils and parents should contact for more detailed support on attendance:
Name: Alison Grigg
Email address: head@broomgrove-inf.essex.sch.uk