

Appendix: Attendance Protocols Wincobank NI & Concord Junior Academies during National Lockdown January 2021

Register procedures

Pupils arrive at school at designated times between 8:30 and 9:00am. For EYFS, some children arrive between 12:00pm and 12:30pm. Children are met on the yard by members of their year group bubble and go straight into classrooms.

- Breakfast Club will not be available. Support for families who need this provision, will be provided in exceptional circumstances from 8:00am.
- Registration will run from 8:30am until 9:10am each morning, with classes allocated 10 minutes from their designated arrival time to complete their registers.
- Due to staggered lunchtimes, afternoon registration will run from 12:30pm until 1.30pm, with classes allocated 10 minutes to complete their registers.
- Afternoon registration for EYFS will run from 12:00pm until 12:10pm
- Class Teachers will insert a present mark for those pupils attending school. DfE guidance will be followed for those children not attending as below:

As vulnerable children are still expected to attend school full time, they should be marked with the herring bone. X code should only be used if they are shielding, self-isolating or quarantining. C Code should be used if the parent/carer of a vulnerable child wishes their child to be absent from school, the parent should let the school know that the pupil will not be attending.

Where parents of critical workers only need their child to attend school part-time, schools should use Code X to record the sessions that the child is not expected to attend.

All pupils who are not expected to be in school should be marked as Code X.

They are not attending because they are following public health advice.

- For consistency across school, registers must be completed within 10 minutes of their designated start times.
- If pupils arrive after registration is completed, they will be deemed to be late. In the interests of safeguarding, children arriving late must report to the office.

Responding to lateness

- Registration is from 8.30am until 9.10am each morning. Children are given 10 minutes to arrive at school before being given a late mark. If a child arrives after register closes at 9.10am, they will be given an L mark and the time they arrived will be logged on SIMS. This will be the same for any arrivals up until 9.30am after which time they will be given a U mark, again with the time they arrived being logged on SIMS by the Admin. Officer.
- Pupils arriving after morning or afternoon registration time must report to the School Office. Office staff will amend the register as appropriate.
- Parents/carers will be contacted for pupils who have been identified as being regularly late and additional incentives and support may be triggered.
- Parents/carers of pupils who are persistently late will be contacted to discuss the situation.
- Good punctuality is recognised when a pupil is on time for more than 96% of the registration sessions.

Responding to absences

- Parents/carers are asked to contact the school on the first day of their child's absence.
- The Admin Officer will record all incoming messages and add notes to SIMS, where necessary. When no contact is made, an absence text is sent, if no response is received, parents/carers will be called to ascertain reasons for absence. If no contact is made by 11am, all emergency contacts are tried in order to ascertain if the family were safe and well.
- Home visits will be carried out by the Attendance Officer where necessary.
- If the reason for absence is inadequate, a telephone conversation with the Attendance Officer will take place to discuss support strategies.
- Students with known attendance/punctuality problems will be targeted and their attendance/punctuality monitored regularly.
- Where appropriate, strategies will be employed to address the attendance of individual pupils, including telephone conversations, virtual meetings or inviting the parent/carer into school for a socially distanced attendance meeting, along with other personalised incentives.
- Where concerns are raised about a pupil's attendance and school have implemented all the school-based strategies, they may refer the pupil to the Local Authority Multi Agency Support Team or other outside agencies.
- Parents/carers will need to provide proof of any appointments that lead to their child being absent from school. Only then will it be marked as an authorised M code for medical. The proof provided will be copied (where possible) and kept in the child's individual pupil file in the main office and will remain in there during that child's time at Concord Junior School.
- The school will, at all times, work with Sheffield Local Authority to address attendance concerns.

Attendance Roles and Responsibilities

Attendance Lead (Nicola Sherwood) and Attendance Officer (Denise Marsh)

- Provide regular updates on attendance to Executive Principal and Directors of Academies.
- Meet regularly with the Trust Attendance Leads to review attendance strategies and statistics, review the Trust Attendance Policy and share examples of good practice.
- Work with other schools and agencies to promote attendance within the school.
- Attend School Attendance Panels as appropriate.
- Promote and encourage good attendance through incentives, rewards and general conversations around school.
- Monitor and track targeted pupils to ensure attendance improvements are maintained and incentives are having an impact.
- Identify trends in the attendance of individual pupils and report accordingly.
- Liaise with and identify cases to be referred to Local Authority Multi Agency Support Team.
- Monitor attendance on a weekly basis and seek external support as appropriate.
- Work with individual pupils/classes where attendance has been identified as a concern.
- Update pupil database, personal attendance records and figures as required.

Class Teachers

- Accurately mark the registers as per guidelines, using the appropriate codes for absence and return to the school office, as soon as possible.
- Seek advice from the Attendance Lead on any issues relating to attendance.
- Have regular discussions about the importance of good attendance.
- Monitor individual as well as whole class attendance and consider absences for when planning lessons.
- Liaise with Attendance Lead and Attendance Officer regarding any queries surrounding absence.
- Monitor the impact of attendance on attainment and expected progress.

Admin Team (Parveen Mullen/Tracey Peech/Elizabeth Rowland)

- Record incoming calls pertaining to lateness and absences.
- Send absence texts on the first day of absence (and subsequent days where no contact has been made with parents).
- Carry out first day calls or pass on the information so the Attendance Officer can make the call.
- Update SIMS registers and notes, when necessary.
- Keep a log of all the children who arrive late with the time they arrive.
- Keep an updated record of absences/lates with times and reasons stated in the attendance book.
- Maintain the SIMS (attendance database) and update records on a weekly basis.
- Carry out a check to ensure pupils that have been logged as absent have not arrived in school.
- Ensure all registers are completed correctly and amended for lates and absences.
- Pass any concerns or emerging patterns on to the Attendance Lead.

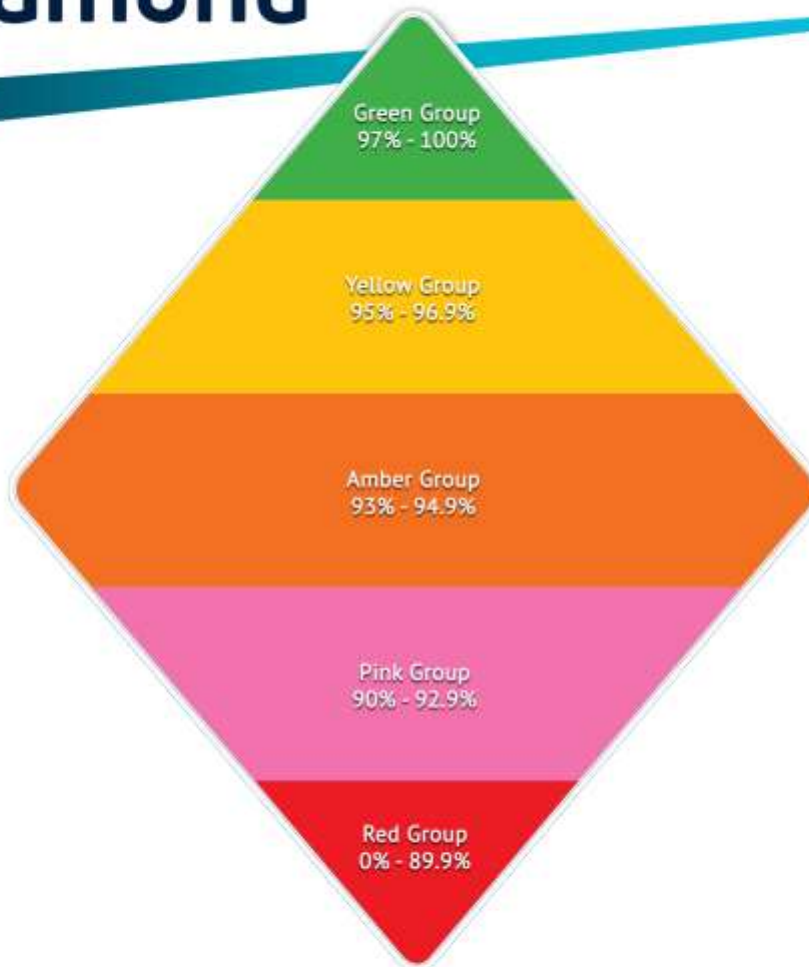
Executive Principal (Linda Hoyle)

- Overall responsibility for attendance within the school.
- Provide advice and support to members of staff on attendance issues.
- Attend school attendance panels if appropriate.
- In conjunction with the Attendance Lead, the Executive Principal has the discretion to authorise leave where there are genuine exceptional circumstances.

Directors

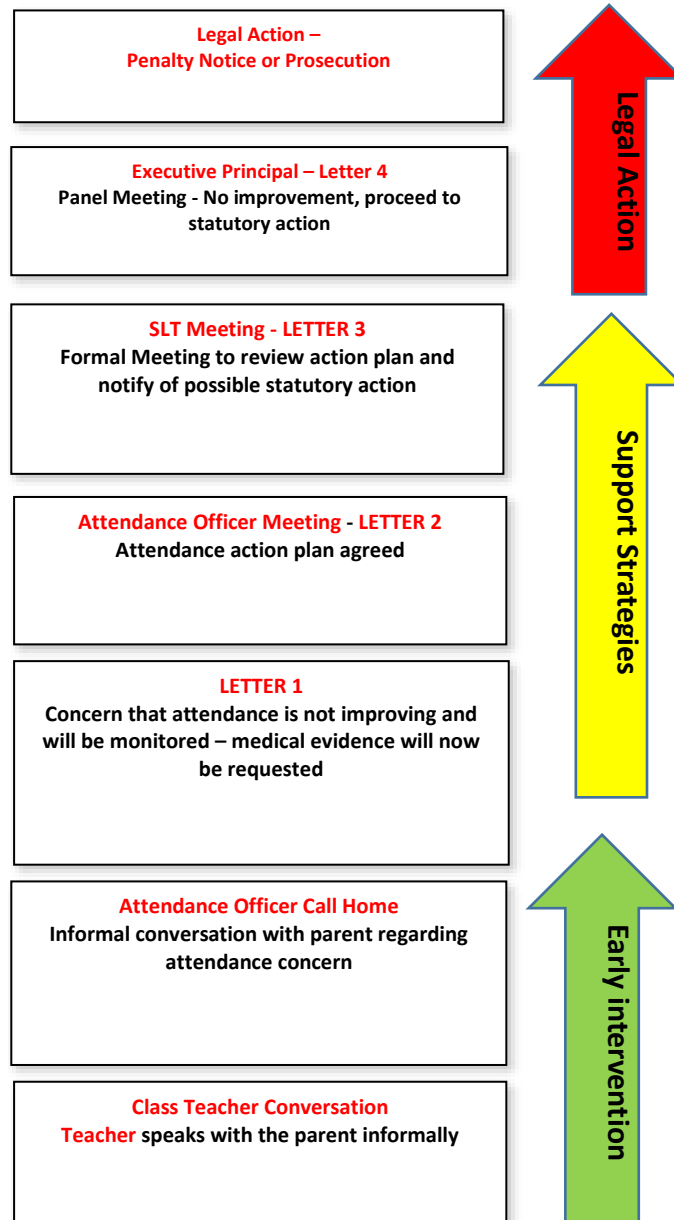
- Keep an overview of attendance figures regularly through reports provided by the school.

Attendance Diamond



Attendance Groups	
Green	No risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement (PA)
Red	Extreme risk - Court action (PA)

Escalation Process



The interventions escalate with each decline or after a red down arrow