Introduction to Attendance

- New Invention Infant School is working towards being an Inclusive Attendance school dedicated to child-centred actions and establishing a collective responsibility for attendance.
- We follow the Inclusive Attendance Professional Development programme with all staff deepening their understanding of attendance support through accessing six bespoke Learning Modules.

Multi-Tiered System of Support

- Our Multi-Tiered System of Support (MTSS) ensures comprehensive attendance intervention for all children. The system comprises three Tiers:
- Tier 1 provides a universal offering to all children.
- Tier 2 involves early internal support and intervention.
- Tier 3 is higher levels of support for children, young people and families who require access to external agency support.
- The system incorporates staff, children, parents, and external agencies.
- The process is completely aligned with Department for Education (DFE) guidelines.

Recognition-Based Approach

- Our approach promotes recognition of personal achievements.
- This approach fosters positive environments and develops intrinsic motivation.

Importance of School Attendance

- School attendance is not merely a requirement but a fundamental part of education. It plays an important role in shaping academic success, personal growth, and prospects, making it an indispensable aspect of any educational system.

Safeguarding Children

- The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure support for their well-being.

- Unexplained or extended absences will trigger safeguarding procedures, which may include home visits and communication with relevant agencies.

Additional Policies

- Policies aligned with the Attendance Policy: Teaching and Learning, Safeguarding, Mental Health, Wellbeing Strategy, SEND Information Report and Pupil Premium.

Roles and Responsibilities:

Parents*:* parents play a vital role in ensuring school attendance by fostering a culture of punctuality and commitment to their child's education. Parents are responsible for ensuring their child's regular and on-time attendance, which not only supports their academic progress but also instils essential life skills. **School:** the school will play a critical role in monitoring and promoting attendance. This will be achieved through communication with parents, identifying and addressing barriers to attendance, and implementing necessary interventions to support students in their education.

Children: the role of children attending school is to actively engage in their education, demonstrate a commitment to learning, and adhere to the school's attendance policies. By attending school regularly and punctually, students not only benefit from their educational opportunities but also contribute to a positive and inclusive learning environment for themselves and their peers. Consistent attendance is essential for their academic progress, social development, and preparation for future success, ensuring they make the most of the educational resources provided by the school.

External agencies: these agencies play a crucial role in supporting school attendance by offering specialised services and resources to address various attendance-related challenges. External agencies often collaborate with our school, and we signpost families to relevant services, including educational welfare officers, counsellors, and other local authorities' teams. They provide additional support for students and their families, helping to tackle underlying issues such as health problems, social or behavioural difficulties, and other barriers to attendance. By working together, external agencies and schools can identify and address these issues effectively, promoting improved school attendance and well-being.

School Times

<u>Nursery</u>

Registration 8.30 am and 12.30 pm

Gates open 8.25 am and 12.25 pm

Gates close 8.35am and 12.35pm

Any child arriving after am/pm register must report to main reception and will receive a late mark.

<u>Main School</u>

Registration 8.55 am

Gates open 8.40 am

Gates close 8.55 am

Any child arriving after 8.55am must report to main reception and will receive a late mark. Children must be signed in and the reason for lateness provided.

Children arriving after 9.25am will receive a U mark (unauthorised Absence mark).

Penguin Hub

Registration 9.00 am

Any child arriving after 9.00am must report to main reception and will receive a late mark. Children must be signed in and the reason for lateness provided.

Children arriving after 9.25am will receive a U mark (unauthorised Absence mark).

Requesting Absence Leave

- Parents or carers must request a leave of absence for their child in writing at least 10 school days in advance. Forms can be obtained from the school office.
  Absence requests will be responded to within 5 working days.

Holiday Request

- Holidays during term time will not be authorised.

Medical

To avoid disruption to your child's attendance, medical and dental appointments should not be booked during the school day whenever reasonably possible. When they are, you should ask the school in advance for a leave of absence, collect them as close to the time of the appointment as possible, and return them to school for the rest of the school day afterwards.

All routine medical appointments, for example, eye tests or dental check-ups are to be taken outside of school time.

We understand that some appointments need to be taken as they are offered; hospital referrals, speech and language therapy etc.

If your child comes into school before the appointment then they will receive a normal mark for this session. If they do not come into school before a medical appointment they will receive an 'M' mark which counts against your child's attendance.

You may be asked to change a routine dental or eye test appointment if the appointment affects your child's attendance (please note we do not mean hospital appointments relating to eyes or teeth, these should always be kept).

Office staff will ask for evidence of the appointment; hospital letter, text message (seen in person). If you are unable to provide this, a member of the Office staff will issue you with a slip to be signed by the medical professional as proof.

Reporting a Child's Absence

Parents or carers must contact the school on the first day of their child's absence to provide the reason for the absence.

In the first instance, a phone call should be made to the school office on 01922 710871 before 8.30am (Nursery) 8.55am (Main school) and 9.00am (Penguin Hub). An email reporting an absence may also be sent to postbox@invention-i.walsall.sch.uk, a follow up call from the school office may also take place. It may be necessary for parents/carers to supply medical evidence.

Parents or carers must contact the school on the first day of their child's absence to provide the reason for the absence.

Parents/carers will receive a welfare call every day that their child is absent from school.

Process for Monitoring Attendance and Reviewing Nursery Places

In line with Walsall Local Authority expectations, New Invention Infant School will follow a graduated and supportive process:

Stage 1 – Monitoring

- Attendance is monitored from the start of the placement
- Concerns identified where:
    - Attendance falls below expected levels
    - Sessions are frequently missed without explanation

Stage 2 – Early Discussion with Parents/Carers

- Informal conversation to:
    - Share concerns
    - Identify barriers to attendance
    - Offer support (e.g. routines, timing, signposting services)

Stage 3 – Formal Review

- Attendance continues to be irregular
- A formal meeting is arranged with parents/carers
- Clear expectations are set, including:
    - Required attendance improvement
    - Timescales for review

Stage 4 – Written Warning

- If attendance does not improve:
    - A written notification is issued
    - Parents/carers are informed that:
    - The Nursery place is at risk

Stage 5 – Final Review and Decision

- If attendance remains unsatisfactory and there is:
    - Limited engagement with support
    - Continued failure to take up the funded place

The school may:

- Withdraw the Nursery place
- Reallocate the place in line with admissions and funding requirements

How we listen and understand barriers

To ensure a consistent approach across all classes and phases, we follow the steps below whenever attendance concerns emerge, particularly for pupils at risk of Persistent Absence (PA) or Severe Absence (SA).

- **Identify concern and act quickly:** Teachers and the Attendance Lead flag patterns (e.g. repeated absence/lateness or emerging decline). Where safeguarding concerns are suspected, the DSL is informed immediately.
- **Initial contact with parents/carers:** the Attendance Lead contacts parents/carers.
- **Understand barriers and agree a plan:** we explore what is making attendance difficult (home, health, SEND, relationships, routines, transport, finances, anxiety, etc.), capture the child's voice, and agree practical actions and reasonable adjustments. Where wider needs are identified, Early Help or other partners may be offered/engaged.
- **Record and review:** actions, responsibilities and timescales are recorded on the school's systems, progress is monitored. If there is insufficient improvement, the case moves to the 'Formalise' stage.

To address any identified attendance issues effectively, New Invention Infant School will implement a range of strategies such as early intervention, support for vulnerable families, intervention programmes, and creating a positive and inclusive school environment. Understanding the specific factors affecting attendance for individual children and families is crucial for developing any targeted interventions and support systems to improve attendance outcomes.

Contact Details of School Staff at New Invention Infant School

Name of Staff Member	Roles and Responsibilities	Contact Details
Mrs Naffati	Attendance Champion/ Head teacher	dnaffati@invention-i.walsall.sch.uk
Mrs Banks	Attendance Lead	ebanks@invention-i.walsall.sch.uk
Mr Craig	Safeguarding Leader (DSL)	acraig@invention-i.walsall.sch.uk
Mrs Hunt	Governor for School Attendance	chunt@nvention-walsall.sch.uk

Persistent Absence (PA)

Definition: Persistent Absence is a term used to describe a level of student absence from school that is considered a significant cause for concern.

Threshold: In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions.

Risk of Persistent Absence

Definition: The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.

Threshold: While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently low and becoming a concern.

Severe Absence (or Severe Persistent Absence)

Definition: The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

Threshold: Particular focus and support will be provided to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of external agency partners.

Absence Definitions

Authorised Absence

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments, which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised Absence

- Parents keeping children off school unnecessarily or without reason.
- Absences, which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time, which have not been agreed.