



# Attendance Policy

## **Policy Statement**

Georgian Gardens Primary School seeks to ensure that all its pupils receive an education which enables them to reach their full potential. There is a strong link between good attendance and increased attainment. Children who regularly attend school make much better progress socially and academically. Regular attendance enables children to adapt better to routines, schoolwork, and friendship groups.

Georgian Gardens Primary School aims to work in partnership with parents and other agencies to ensure that every child can get the best out of the educational opportunities provided.

By working in partnership with parents and other agencies, we ensure that we have clear and robust strategies in place to manage and promote regular attendance for all children at Georgian Gardens.

We are committed to a whole school approach to attendance and a partnership relationship with parents and carers.

This attendance policy is part of broader collection of safeguarding policies and should not be viewed in isolation. Safeguarding policies include the Child Protection Policy, Anti-bullying policy and Behaviour/Relational Policy.

## **Aims**

The school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of their responsibilities with respect to attendance and understand the correlation with safeguarding.
- Parents, carers, and children are informed about the procedures for attendance and take an active role in promoting good attendance and punctuality.
- Children who achieve attendance and punctuality targets throughout the academic year are recognised and rewarded.

The responsibilities set out in this policy apply (as appropriate) to all members of the school community including children, parents, staff, and governors. It is fully incorporated into the whole school ethos and culture.

## **Legislation and Guidance**

This policy is based on The Department for Education's guidance, Working Together to Improve School Attendance - GOV.UK ([www.gov.uk](http://www.gov.uk)) 2022

The Education Act 1996 states that:

- All pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.

- The Local Authority must provide school places to parents who wish their children to be educated at school.
- The school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- The school must report to the Local Authority pupils who are absent for more than ten days without explanation.
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities.
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law.

Education Act 1996 (legislation.gov.uk) - Part 6

Education Act 2002 (legislation.gov.uk) - Part 3

### **Roles and Responsibilities**

The Headteacher and Assistant Headteacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the school. The Family Support Manager and Learning Mentor, will support the Headteacher and Assistant Headteacher in this work. They will also ensure that attendance is both recorded accurately and analysed. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a child's home does not mean an absence becomes authorised. **The decision whether or not to authorise an absence will always rest with the school.**

### **Working Together to Improve Attendance**

The foundation for good attendance is a strong partnership between the school, parents and the child.

#### **What the school expects of our children**

- That children attend regularly, on time and ready to learn
- Children are prepared for the day with appropriate equipment
- Children who arrive after registration time report to the school office
- Children tell a member of staff if there is any problem which may prevent them from attending school

#### **What the school expects of parents/carers**

- Notify school on the first day of absence before 8:30am and provide reason for absence (if a specific reason is not given, you will be asked for one)
- Ensure that their children attend school regularly and on time to fulfil their legal responsibility
- Complete a request form for absence in term time for exceptional circumstances if you know your child is going to be absent
- Supply medical evidence when required. The following would be sufficient:

- Hospital / GP appointment confirmations (letters, text messages, emails or appointment cards)
- GP note or letter
- A copy of a prescription
- An advice slip from a pharmacist
- Ensure all parental and child contact details are up to date
- Provide school with at least two emergency contact details
- Speak to relevant members of staff if they know of any problem which may prevent their child/ren from attending
- Avoid taking their child out of school for non-urgent medical or dental appointments

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

#### What the school expects of classroom staff

- Meet and greet the children each morning and welcome them into class.
- Ensure that all students are registered accurately and in a timely manner.
- Liaise with the Assistant Headteacher, Family Support Manager or Learning Mentor on matters of attendance and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support children with absence to engage with their learning once they are back in school.

#### What the parents/carers can expect from the wider school team

- A broad, balanced education
- Encouragement and rewards for good attendance and punctuality at school
- Prompt action when a problem has been identified
- Efficient and accurate recording and monitoring of attendance
- Contact with parents and carers on the first day when absence is unexplained
- Liaison with school staff on how we can work together to improve your child's attendance
- Regular communication with parents and carers

#### Attendance and Pastoral Staff (School Office, The Hub Team, Senior Leaders)

- Ensure the recording of attendance and absence data is accurate.
- Ensure robust day-to-day processes are in place.
- Track and following up absence and poor punctuality.
- Provide appropriate support and challenge to establish good registration practice.
- Carry out robust first day calling procedures including priority routines for vulnerable children including children with a social worker. If absence continues without explanation, further contact should be made to ensure safeguarding.
- Identify any absences that are not explained for each session and contacting parents to understand why, and when the pupil will return to school.
- Where absences are recorded as unexplained in the register, inputting the correct code as soon as the reason is ascertained, but no later than 5 school days after the session.

- Keep parents informed on a regular basis of their child's attendance and absence record (this should be communicated to parents in an easy-to-understand format and percentage headlines should be avoided. For example, concentrate on the amount of time missed and the impact on the pupil's learning).
- Hold regular meetings with the parents of pupils whom the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Identify children who need support from wider partners as quickly as possible and making the necessary referrals.
- Undertake home visits in line with safeguarding responsibilities to engage families and ensure children are safe.
- Identify and, where possible, mitigating potential barriers to good attendance in liaison with families and relevant support agencies.
- Implement children missing in education (CME) procedures when appropriate.

At Georgian Gardens we believe that working together with parents and children is the best way to result in positive attendance outcomes for our children. In school we have a number of incentives to promote the importance of attendance:

- Assemblies are used to share and celebrate attendance with the children.
- Weekly class treat time for class with the highest attendance.
- Termly class reward of £100 to spend as the class want to ie, play equipment, wet play games, other treats for the highest attendance for a term.
- Weekly draw for children who had 100% attendance the previous week to choose a book prize.

#### **For pupils at risk of persistent absence**

- Regular attendance tracking to facilitate weekly reviews with leaders and the pastoral team for monitoring and evaluation purposes.
- Initiating and overseeing the administration of absence procedures. This should include:
  - letters home
  - attendance meetings
  - engagement with local authorities and other external agencies and partners
  - working with families and the community to identify which methods of communication work best, recognising potential barriers in hard-to-reach families and finding methods that work and are understood
  - consideration as to whether further interventions are required in line with the statutory guidance on parental responsibility measures
  - providing regular reports to leaders on the at-risk cohort
- For pupils who are persistently absent
  - Developing and implementing persistent absence action plans with pupils and families which address barriers and help establish positive attendance routines.
  - Identifying tailored intervention which meets the needs of the pupil.

- Regular check-ins to review progress and impact of support, make regular contact with families to discuss progress.
- Liaising with school leaders (designated safeguarding, SENCO and pastoral leads) on referrals to external agencies and multi-agency assessments.
- Coordinating and contributing to multi-agency meetings to review progress and agree on actions.
- Working in partnership with WSCC Pupil Entitlement Investigations Team and other agencies to ensure the appropriate use of statutory parental responsibility measures.
- Providing regular reports to leaders on the impact of action plans and interventions.

### **Registration Procedures**

The school gates open from **8:45am**. Children in **Years 3 to 6 are expected to be in class by 8:50am** and children in **EYFS, Year 1 and Year 2 are expected to be in class by 9:00am**. The Teacher and/or Teaching Assistant will meet and greet the children as they arrive in class.

Legally the register must be taken twice daily. Class teachers register the children in the morning and again after lunch. The register is taken as soon as possible after the start of the school day.

School use a computerised system (Bromcom) to keep attendance records. The following codes will be used to record attendance information:

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present

<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

## **Punctuality**

It is important to be on time at the start of the morning and afternoon school sessions and to lessons. The start of school is used to give out instructions or organise learning. If your child is late they can miss learning time with their class teacher giving vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

Arrival after the close of registration will be marked as unauthorised absence and coded U in line with Department of Education guidance (9:20am for Years 3 to 6 and 9:30am for EYFS, Year 1 and Year 2). This mark shows them to be on site, but is legally recorded as an absence. Arrival before this time but after the school day has started will be coded L for late.

If a pupil is late due to a medical appointment, they will receive an authorised absence, coded M. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays. You will be asked for proof of the appointment by the school office on arrival at school (email, letter, text reminder from surgery, NHS App).

Ongoing and repeated lateness is considered as unauthorised absence and will be subject to legal action. Parents/carers of children who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved.

If lateness persists parents/carers will be invited to attend a meeting to discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, the school can refer to

West Sussex County Council Pupil Entitlement Team who can issue parents with a Fixed Penalty Notice.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.

### **Absence Reporting**

Any absence must go through the school office as soon as possible of the day of absence:

01903 771555

office@georgiangardens.w-sussex.sch.uk

Parents must make contact with the school office on each day of absence and before 8:30am.

**If an absence is not reported, the following procedures will be followed to ensure your child's safety:**

Procedure	Vulnerable Pupils Procedure
<p><b>Day 1</b> – Absence call to contact provided by parents (we will contact priority 1 then work through the other contacts provided by you)</p> <p><b>Day 2</b> – Repeat of Day 1</p> <p><b>Day 3 and 4</b> – Home visit carried out by a member of The Hub Team or a Senior Leader</p> <p><b>Day 5</b> – Follow up home visit carried out by a member of The Hub Team or a Senior Leader</p> <p><b>Day 10</b> – Contact the Police/PCSO to request a welfare check</p>	<p><b>Day 1</b> – Absence call to contact provided by parents (we will contact priority 1 then work through the other contacts provided by you)</p> <p>If the family is on a Child Protection or Child in Need Plan, where contact can not be made, the Social Worker will be notified</p> <p><b>Day 2</b> – Home visit carried out by a member of The Hub Team or a Senior Leader</p> <p><b>Day 3</b> – Follow up home visit carried out by a member of The Hub Team or a Senior Leader</p> <p><b>Day 5</b> – Contact the Police/PCSO to request a welfare check</p> <p><b>Day 10</b> – 101 Report</p>

We have a legal duty to report the absence of any child who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the child is at risk of being missing. Children's Services staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number.

### **Continued or Ongoing Absence**

If your child misses 10% (three weeks/sessions) or more schooling across the school year, for whatever reason, they are defined as persistent absentees (PAs).

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such, we monitor all absence thoroughly and all attendance data is shared with the local authority and the Department for Education.

If your child has had absence and their attendance level is falling towards 90% we will contact you and, depending on the reasons for the absence, will work with you to support you in improving your child's attendance. This may be in the form of an Attendance Plan which will involve a number of key individuals across school monitoring them on a day to day, week by week basis.

Following discussions with Class teachers, the Assistant Head, Inclusion and the Family Support Manager, additional support and/or alternative provision arrangements may be agreed, and this too will be carefully monitored.

### **Absence Requests**

If a request for leave is absolutely unavoidable parents should complete a 'Request for Absence form, **two weeks in advance** of any planned absence. Each request for absence is dealt with on its own merits and all the available evidence/additional information is considered.

Copies of the absence request form can be obtained from the school office, the school website or by emailing the school office ([office@georgiangardens.w-sussex.sch.uk](mailto:office@georgiangardens.w-sussex.sch.uk)).

### **Authorised and Unauthorised Absence**

Government guidelines state that children can only be absent for the following reasons:

- illness and treatments
- days of religious observance
- exceptional family circumstances

Absence requests **will not** be authorised for:

- Holidays
- Days out (including long weekends, birthday treats, visiting relatives)

Requests for absence to attend funerals or associated events are responded to sympathetically and are normally authorised by the school.

If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent hits the thresholds set out in the paragraph below, parents/carers will be issued with a fixed-penalty fine or other legal action.

### **Fixed Penalty Notices**

Regular unauthorised absence by a child will be scrutinised by the school and may attract

one or more of the following interventions:

- A warning letter
- Request for parents/guardians to attend the school for an interview to discuss attendance
- Referral to Local Authority (Pupil Entitlement: Investigation Team)
- Referral to the Integrated Front Door (in cases of child welfare concerns)

If your child has 10 unauthorised sessions (a session is half a day) of absence within a 10 week period, we will inform the Pupil Entitlement Investigation Team who may choose to serve a **Fixed Penalty Notice** on the parents/carers. (Also see Appendix 1)

### **Attendance Support**

We have a range of resources in school that we can use to understand any barriers to school attendance. This supports the child, family and school to understand the child's viewpoint.

As a school, we do our utmost to support our children's welfare and we have staff who really do care. If you feel that you need help, support or guidance to support regular attendance please contact a member of the attendance team on 01903 771555 or by email [office@georgiangardens.w-sussex.sch.uk](mailto:office@georgiangardens.w-sussex.sch.uk). We can then discuss any specific issues further.

Should you have any further questions regarding attendance, please make contact with a member of the team.

## Appendix 1

### **Code of Conduct for Penalty Notices to Address Absences and Poor Attendance at School or Alternative Provision**



#### **Rationale**

1. The purpose of this Code of Conduct is to ensure that the associated powers are applied consistently and fairly across the Local Authority area and that suitable arrangements are in place for the administration of Penalty Notices.
2. Regular and punctual attendance at school, or alternative provision, is both a legal requirement and essential for children and young people to maximise their educational opportunities. Penalty Notices offer a swift intervention which West Sussex County Council (WSCC) will use to deal with issues of unauthorised absence before they become entrenched.
3. An offence occurs if a parent/carer fails to secure a child's attendance at school, or alternative provision, at which they are a registered pupil and that absence is not authorised by the school, or alternative provision.
4. In addition a Penalty Notice can be used to help ensure parents fulfil their responsibilities to ensure their child is not out in a public place without reasonable justification during the first five days of every exclusion from school.

#### **Authorisation**

1. The primary responsibility for the issuing of Penalty Notices rests with the Local Authority. The Education Welfare Service (EWS) of WSCC will therefore issue Penalty Notices in West Sussex. This ensures consistency and will prevent conflict with other enforcement sanctions
2. Although professionals other than those with the Local Authority (e.g. Head Teachers, the Police etc.) are accredited persons within the legislation, able to issue Penalty Notices, there is no requirement for them to do so. In West Sussex it has been agreed that the Police will not issue Penalty Notices. If a Head Teacher feels it is appropriate for a Penalty Notice to be issued they must refer to the EWS. This will avoid a Penalty Notice being issued when the EWS is instigating legal intervention proceedings for irregular school attendance or where a Penalty Notice is not deemed an appropriate form of intervention.
3. Penalty Notices will be issued by First Class post to satisfy evidential requirements.
4. EWS will act upon requests to issue Penalty Notices from schools, academies, or alternative education providers and Sussex Police, provided that;
  - a) All relevant information is supplied in the specified manner;
  - b) The circumstances of the pupil's absence meets the requirements of this Code of Conduct;and

c) The issuing of a Penalty Notice does not conflict with other interventions strategies in place or other enforcement sanctions already in process.

### **Criteria for Issuing Penalty Notices**

1. Penalty Notices are issued to parents as defined under Section 576 of the Education Act 1996, in relation to children of compulsory school age. Under the Act the term “parent” includes;

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has parental responsibility for a child or young person;
- Any person although not a natural parent has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after a child, irrespective of what their relationship is with a child.

2. They may be issued for children at maintained schools, academies, free school and alternative provision providers in West Sussex.

3. In accordance with the definition of parent, and thereby parental responsibility for non-school attendance, more than one person may be liable for the offence. In such circumstances, separate notices will be issued to each person.

4. Penalty Notices may be issued when:

- Where there has been an unacceptable level of unauthorised absence from an educational establishment and enforcement is necessary to improve attendance. Unauthorised absence is absence without permission from a teacher or other authorised representative from the school. This includes all unexplained or unjustified absences. The categories of authorised and unauthorised absence are explained in the Guidance to the Education (Pupil Registration) (England) Regulations 2006.

- A minimum of 10 sessions of unauthorised absence in a 10 school week period will usually have occurred. However, a shorter period of time may be considered appropriate in some circumstances.

- In the case of a unauthorised holiday taken during term time, if;

-Parents have not sought permission from the Head Teacher before taking their child out of school for a holiday in term time.

-The Head Teacher has refused the request but the absence occurs anyway; or

-A pupil has not returned to school by the agreed date with no satisfactory explanation.

-And there have been 10 sessions of unauthorised absence in a 10 school week period.

- A pupil is persistently late to school, i.e. arrives after the register has closed;

- Under truancy sweeps carried out under Crime and Disorder Act 1998 powers, a minimum of 5 sessions of unauthorised absence may generate a Penalty Notice, if these unauthorised absences occur in the 10 school weeks (maximum) after the child was stopped on a the truancy sweep; and
- When an excluded child is present in a public place during school hours on a day which is one of the first 5 school days to which the exclusion relates or, where that exclusion is for a fixed period of 5 days or less, any of the days to which the exclusion relates, under the protocol for Section 103 of the Education and Inspections Act 2006.

No more than 2 Penalty Notices, per child, may be issued to the same parent in a twelve-month period. Alternative action may need to be considered if school attendance offences re-occur, in the light of advice from Legal Services.

### **Withdrawal of Penalty Notices**

Once issued a Penalty Notice can only be withdrawn in the following circumstance;

- The Penalty Notice has not been issued in accordance with the Code of Conduct.
- Evidence has been established that the Penalty Notice was issued to the wrong person.
- There are material errors in the information leading to the issue of the Penalty Notice.
- The period for payment has expired and the Local Authority does not intend to institute legal proceedings for which the Penalty Notice relates.

### **Payment of Penalty Notices**

The arrangements for the paying of Penalty Notices will be detailed on the Penalty Notice. Revenue generated from the Penalty Notices will be used to cover the costs of issuing and enforcing notices, or the cost of prosecuting recipients who do not pay.

### **Non-Payment of Penalty Notices**

The Penalty is £60 if paid within 21 days of receipt of the Penalty Notice (assumed as 2 working days following the Notice being sent by first class mail), or £120 if paid after 21 days but within 28 days of receipt of the Penalty Notice.

If the Penalty Notice is not paid in full by the end of the 28 day period, the Local Authority will prosecute for the offence to which the Notice applies. The prosecution relates to irregular school attendance under Section 444 of the Education Act 1996. Where a prosecution is an appropriate course of action a Caution may be offered by the Local Authority as an alternative method of disposal.

There is no statutory right of appeal against the issuing of a Penalty Notice.

A record will be kept of all prosecutions relating to offence for which a Penalty Notice was issued.

## Legislation

1. Section 23 Anti Social Behaviour Act 2003 empowers authorised officers of a Local Authority, Head Teachers (and Deputy and Assistant Head Teachers authorised by the Head) and Police Officers (including Community Support Officers) to issue a Penalty Notice in cases of unauthorised absence from school, or alternative provision.
2. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004.
3. The Education (Penalty Notices) (England) Regulations 2004 require the Local Authority, in consultation with the above, to develop a code of conduct for issuing of Penalty Notices. Any person issue a Penalty Notice must do so within the terms of this code of conduct) the Code of Conduct”).
4. The Education (Penalty Notices) (England) Regulations 2005 extends the issuing of Penalty Notices to alternative provision.
5. The Education (Penalty Notices) (England) (Amendment) Regulations 2012 confirms the increase in the amount of penalty where the offence are alleged to have been wholly or partly committed after 1st September 2012.
6. Education (Penalty Notices) (England) (Amendment) Regulations 2013 confirm that the penalty of £60 must be paid within 21 days or after that period increase to £120 to be paid within 28 days.
7. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 remove all reference to *family holiday* and extended leave as well as the statutory threshold of 10 school days. Amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school *if* the leave is granted.
8. The education provisions of the Anti Social Behaviour Act 2003 apply to all parents who fall within the definition of parent as set out in Section 576 of the Education Act 1996.
9. Penalty Notices supplement existing sanctions currently available under Section 444 Education Act 1996 or Section 36 Children Act 1989 to enforce attendance at school or alternative provision.
10. Education and Inspections Act 2006; giving authorisation to Penalty Notices when a child has been excluded.
11. This Code of Conduct complies with the requirements set out in Sections 14-16 of the Education (Penalty Notices) (England) Regulations 2007.
12. The issuing of Penalty Notices must conform to all requirements of the Human Rights Act and Equal Opportunities legislation.

# ATTENDANCE AT GEORGIAN GARDENS PRIMARY SCHOOL



## IF YOUR CHILD IS ABSENT

**Please contact our school office on 01903 771555**

Leave a message before 8:30am telling us your child's name, class and a specific reason for absence. You are required to do this for each day of absence (unless there is a long term medical condition).



## IF YOU DO NOT TELL US ABOUT AN ABSENCE...

You will receive a phone call enquiring as to why your child is off school.

## IF WE CAN NOT MAKE CONTACT WITH AN ADULT WE WILL...

Day 1 – Absence call to contact provided by parents (we will contact priority 1 then work through the other contacts provided by you)

Day 2 – Repeat of Day 1

Day 3 and 4 – Home visit carried out by a member of The Hub Team or a Senior Leader

Day 5 – Follow up home visit carried out by a member of The Hub Team or a Senior Leader

Day 10 – Contact the Police/PCSO to request a welfare check

## ATTENDANCE SUPPORT



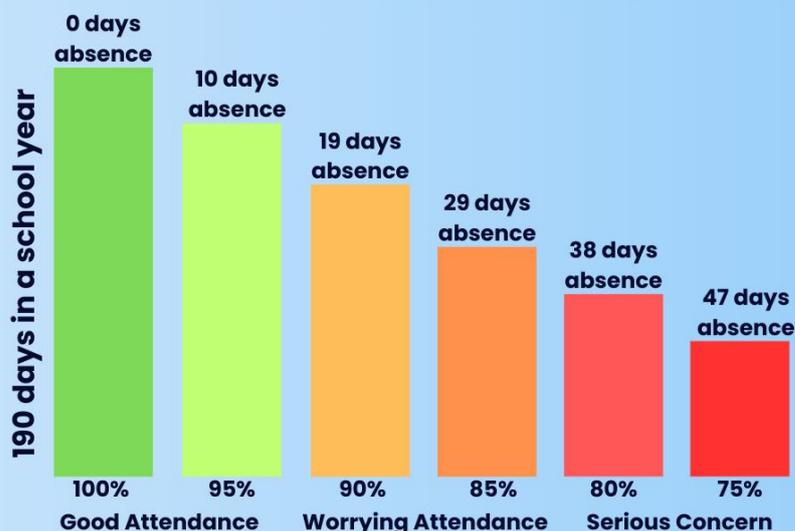
We have a range of resources in school that we can use to understand any barriers to school attendance. This supports the child, family and school to understand the child's viewpoint.

If you feel that you need help, support or guidance to support regular attendance please contact the attendance team on 01903 771555 or by email [office@georgiangardens.w-sussex.sch.uk](mailto:office@georgiangardens.w-sussex.sch.uk). We can then discuss any specific issues further.

***Good attendance at Georgian Gardens means being in school every day, on time and ready to learn.***

# GOOD ATTENDANCE MEANS...

BEING IN SCHOOL EVERY DAY, ON TIME AND READY TO LEARN.



**DID YOU KNOW?**

A two week holiday in term time means that the highest attendance you can achieve is 94.7%

**DID YOU KNOW?**

If you are 15 minutes late each day, you will have missed 2 full weeks of school in one year.

## IF YOUR CHILD IS LATE TO SCHOOL EVERY DAY, THEY ARE MISSING OUT ON LEARNING



## WORKING TOGETHER TO IMPROVE ATTENDANCE

We keep parents informed of their child's attendance.

We celebrate attendance through strategies introduced by our Young Governors:

- class treat time
- termly class reward
- weekly prize draw for children that week with 100% attendance.

Our staff meet and greet all children, every day.

We work with families to remove barriers to non-attendance.

We work hard to build relationships with our children.

**For further information, please see our attendance policy on our school website.**