Reviewed and approved by:	Resources Committee
Date approved:	26th January 2022
Updates:	Removal of 100% attendance rewards

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Confidentiality Policy	Date	January 2022
EIA CARRIED OUT BY:	Andrew Kinnear	EIA APPROVED BY:	Andrew Kinnear

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		X
Gender Reassignment (transsexual)		X
Marriage and civil partnership		X
Pregnancy and maternity		X
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		X
Gender (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x

Any adverse impacts are explored in a Full Impact Assessment

Rationale:

Sea Mills Primary School is committed to providing all its pupils with a full-time education which maximises opportunities for each pupil to realise their full potential. The school strives to provide a welcoming, caring environment and works with pupils and their families to ensure pupils attend school regularly and punctually. The school acknowledges the efforts of pupils to improve their attendance and timekeeping and challenges the behaviour of those pupils, parents and carers who give low priority to attendance and punctuality.

Aims:

- Pupil attendance target: 95.0%.
- To make attendance and punctuality a priority for the entire school community.
- To improve the overall percentage of attendance of pupils.
- To develop a framework which defines roles and responsibilities and promotes. consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents and pupils.
- To develop a systematic approach to gathering and analysing attendance data.
- To further develop positive and consistent communication between home and school.
- To implement a system of incentives and rewards.
- To promote effective partnerships with the Education Welfare Service (EWS), the Education Welfare Officer (EWO) and with other services and agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

Rights and responsibilities:

A. Parents:

- Expect the school to keep them fully informed of their child's progress.
- Expect the school to support and encourage them in continually seeking ways to improve attendance at school.
- Are responsible for making sure that their child attends school regularly and punctually.
- Are responsible for ensuring that their children are suitably dressed, equipped and fit to learn.
- **Must** inform the school of the reason for absence on the first day by 9.00 am.
- Must seek agreement with the school before any authorised absence they wish their child to have during term time.
- Will provide medical evidence if their child has a medical condition which affects attendance.

B. Children:

- Will be listened to and treated with respect.
- Have individual records of attendance and punctuality.
- Do all they can to attend school every day and to arrive punctually.

C. The school:

- Will ensure that the school is a welcoming place where children want to learn.

- Will log all late arrivals on a daily basis and take action when necessary to address punctuality issues.
- Will ensure that accurate daily registers are maintained to log pupil attendance.
- Will record lateness after 9.00 am with registers closing at 9.10 am. After this time unauthorised absence is recorded.
- Will always seek reasons for unexplained absence by telephone on the first day of absence (First Response).
- Will notify any unexplained absence of children with a named social worker to the Education Welfare Service and/or the child's social worker.
- Will encourage high levels of attendance and punctuality through offering appropriate support to families where necessary (see Appendix 1 – Procedures to promote attendance).
- Will authorise leave of absences in exceptional circumstances.
- Will ensure that parents/carers fully understand their responsibilities for their child's attendance and punctuality.
- Will publish in advance school times, holidays, and in service days to parents/carers.
- Will keep parents informed of their child's levels of attendance.
- Will reintegrate positively any pupils that have been absent for significant periods.
- Will regularly monitor data to identify patterns of attendance and will take appropriate action to address issues arising.
- Will make this data available to the EWO in annual visits.
- Will work closely with the EWO through the relevant Service Level Agreement.

D. The Education Welfare Service:
- Will develop and review the Service Level Agreement with the school.
- Will assist the school in setting attendance targets.
- Will meet at least annually with relevant school staff to monitor and review levels of attendance, agree action to be taken for individual pupils causing concern and provide support when necessary.
- Will provide the school with comparative attendance data on a yearly basis.
- Will undertake casework of those pupils officially referred by the school.
- Will take appropriate legal action against parents who do not complete their statutory obligations.

Authorised and unauthorised absence:

It is the head teacher's responsibility to determine whether an absence is authorised or unauthorised. Only the school's acceptance of a parent/carer's explanation for absence will authorise the leave of absence.

If a child's attendance is being monitored, parents/carers will be informed and any absence may have to be supported by medical evidence to be authorised.

Leave of absence

From September 2013, new government legislation means that no leave of absence will be granted at any time during term time unless in exceptional circumstances. This means that no holidays will be authorised in term time as stated in statutory guidance issued by the Department for Education: **Education (Pupil Registration) (England) (Amendment) Regulations 2013.**

Acceptable reasons for leave of absence include:
- Emergency medical/dental appointments

- Sickness
- Days of religious observance (e.g. Eid or Diwali) – this must be by prior agreement with the head teacher.
- Exceptional family circumstances

Exceptional circumstance leave of absence must be requested 4 weeks in advance of the start date if possible. All other absences can be treated as unauthorised and marked in the register accordingly. If exceptional leave of absence is not requested and approved in writing, the absence will be unauthorised.

The school roll:

A pupil will remain on the school roll unless one of the following criteria applies:

- The pupil moves from one mainstream school to another and is enrolled at that new school.
- A permanent exclusion has been applied and upheld.
- Where a parent makes a formal request to the Local Authority to educate their child at home.
- Following a period of 20 school days, where 10 days from school has been granted as leave of absence and the child fails to return within a further 10 school days, and this is not due to sickness or another unavoidable reason.
- Where a child has been certified by a medical officer as unlikely to be in a fit state of health to return to school.
- Where the LEA names another school in a Statement of SEN.
- Where a child is not attending and does not live within a reasonable distance to the school.
- Children who 'disappear' and cannot be traced by the EWS through the city council's missing pupil's protocol.

APPENDIX 1: Procedures to Promote Attendance

- Attendance software is used to inform attendance monitoring and allows parents to easily report absence via the app. The graphical data it produces is used to inform parent visually of declining or low attendance.
- On a weekly basis, an attendance cup is awarded in celebration assembly to the class with the highest attendance.
- 'First response' daily calling is used as an opportunity to discuss and problem solve issues that are causing a child to be absent. This is supported by the Family Support Team.

Stage	Reason	Action	By whom
1	Attendance below 95%	Letter home with attendance record and attendance leaflet	School
2	Attendance below 93% or no improvement	Second Letter sent home with requirement for medical evidence for absence authorisation	School
3	Below 85% High concern over attendance and/or persistence absence	Invitation to an appointment with the head. Advised of possible referral to Education Welfare Service and subsequent enforcement proceedings.	School
4	Continued below 85% high concern over attendance and/or persistence absence	Invitation to meet the head and consideration of referral to EWS and penalty notice.	School/EWS