

## Attendance Strategy 2024-25

*Regular school attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and prospects.*

*Compass Primary Academy and Brooke Weston Trust are committed to transforming educational achievement and to giving students the best start in life academically and as citizens.*

### **Start of the school day:**

Pupils are expected to arrive at school for 8:40am to be in class and ready to learn from 8:50am.

Please note that corridor doors close at 8:50am and if pupils arrive after this time, they will be marked as late. They must also sign in via the main office if arriving after 8:50am.

We offer a free breakfast club which all pupils from Reception to Year 6 and warmly invited to attend (no booking required). Doors to our free breakfast club open at 8:30am and close promptly at 8:40am.

### **Reporting an absence:**

Parents and carers are expected to communicate with school promptly to inform if their child is going to be absent due to illness or other reasons and maintain daily contact during the period of absence. Absences must be reported by contacting the school office on 01536 532707 at the earliest opportunity.

### **Safeguarding children:**

Home visits are conducted to families to follow-up on pupil absences and provide support to pupils and parents/carers where appropriate.

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 wellbeing.

If there are unexplained/prolonged periods of absence or an identified safeguarding concern, this may require school to contact external agencies.

### **Leave during term time:**

Parents and carers must request any planned leave of absence for exceptional circumstances in writing prior to the intended absence of their child. Requests will be reviewed, and a decision made as to whether the absence will be authorised or unauthorised.

In line with Department for Education (2024) regulations, holidays or absences for leisure and recreation would not constitute as exceptional circumstances.

As per the National Framework for Penalty Notices (2024), parents and carers may be issued with a fixed penalty notice or legal sanction if a pupil is absent due to unauthorised leave during term time.

### **School contacts:**

Parents and carers are invited to contact school if they wish to discuss their child's attendance further or seek additional support. Our school Attendance Lead is Ms Dawn Gillett and our Attendance Champion/Senior Leader for Attendance is Mr Callum Reilly. Please contact 01536 532707 or email [wellbeing@compassprimary.org](mailto:wellbeing@compassprimary.org).

### **Roles and responsibilities:**

*Parents and Carers:* parents and carers play a vital role in ensuring school attendance by fostering a culture of punctuality and commitment to their child's education. Parents and carers are responsible for ensuring their child's daily and on-time attendance, on every day that is possible, which not only supports their academic progress but also instils essential life skills.

*School:* Compass Primary Academy and the Brooke Weston Trust will play a critical role in monitoring and promoting attendance. This will be achieved through communication with parents and carers, identifying and addressing barriers to attendance, and implementing necessary interventions to support pupils in their education.

*Pupils:* the role of children attending school is to actively engage in their education and demonstrate a commitment to learning. By attending school on every day possible and punctually, students not only benefit from their educational and social 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.

*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 mental health, school nursing and family support services. They provide additional support for pupils 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 wellbeing.

### **Multi-Tiered System of Support:**

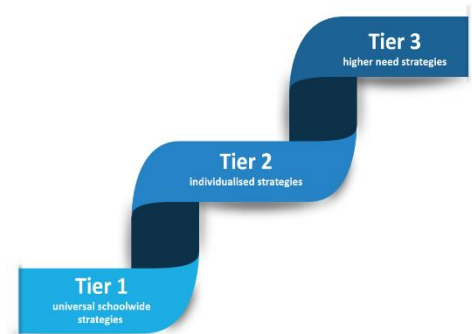
Our Multi-Tiered System of Support (MTSS) ensures comprehensive attendance intervention for all children. The system incorporates staff, children, parents and carers, and external agencies. This comprises of three Tiers:

**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 process is completely aligned with Department for Education (DFE) guidelines.



### **Recognition-based approach:**

- Our approach promotes recognition of personal and collective achievements, fostering positive environments and developing intrinsic motivation. Recognition may be in the form of verbal conversations, celebrations, postcards or text message communication.
- Through our rich curriculum offer, we strive to instil values within our pupils which support them to become successful citizens of the future and promote that school attendance is a key component to this success.

Our Trust Attendance and Punctuality Policy can be found here:

<https://www.brookewestontrust.org/site/data/files/1CE83B8E2B43F5CAC5BC88BA849093ED.pdf>