Appendix 1 Primary Academy Attendance Policy Appendix

Academy Name: Endike Academy

Senior Attendance Champion: Kate Buyukyilmaz

Safeguarding and Attendance Link Governor: Helen Tan

Timings of the School Day: At Endike Academy, the timings of the school day are 8.35am-3.15pm and we expect children to be in school during those times unless there is a good reason not to be.

AM sessions are from:

8.35am – 11.30am in Reception

8.35am - 12.00pm in KS1 and Year 6

8.35am - 12.30pm in Years 3, 4 and 5

PM sessions are from:

12.15pm – 3.15pm in Reception

12.45pm - 3.15pm in KS1 and Year 6

1.15pm - 3.15pm in Years 3, 4 and 5

Nursery and two year olds are as follows:

8.40am - 11.40am

12.15pm - 3.15pm

Registers close 30 minutes after these start times; any pupils arriving after the registers have closed will be marked as absent. Doors close at 8.45am after which time your child will be marked as late.

We do have a breakfast clubs on site with provision from 8.00am and an after school club which many parents find useful to support good attendance.

How to report your child as being absent from school and what will happen next:

If your child is unwell and unable to come into school then please report their absence by calling 01482 616461 and give brief details as to why your child will be absent. It is important that you inform us so we can code the absence correctly.

If your child is not in school and we have not heard from you, then we will always follow up with a phone call/home visit. If your child has a social worker then we will talk to them too so that they can support your child.

How to request a leave of absence for your child:

If you need to request time off for your child for a special reason then please ask for a 'leave of absence' form from the school office. This must be completed and returned to Mrs Crawford before the time off is required. We will review each request and consider it, please be aware that it may or may not be authorised. We do not usually agree to children taking time off during term time for a family holiday. Leave of absence forms are available online or from the school office.

How we keep parents informed about their child's attendance:

We will keep you updated on your child's attendance through our MCAS app where you can view up to date information on your child's attendance. We also communicate attendance in our newsletters. We may contact you if your child's attendance drops below 90% to see how we can work together to support improving this. If you have issues surrounding absences, we ask that you contact your child's class teacher in the first instance. Mrs Crawford or Mrs O'Connor may also be able to look at suitable support.

How we encourage and promote good attendance and punctuality:

We hold weekly assemblies where classes/year groups with the highest attendance; most improved attendance and the least number of lates 'reach for the stars' in a bid to win a 'slide ride' if they are the first to reach the stars! We also have monthly/termly attendance competitions where children can be entered into a prize draw to win a range of prizes. Each day a class has 100% attendance, they receive 5 minutes additional break. We also have whole school targets which are shared weekly in our celebration assembly.

What we are prioritising in our current academy attendance strategy:

At Endike Academy, we are focusing on improving punctuality to ensure our children arrive before registers close, we are also focussing on improving the number of children who are classed as 'persistently absent', this is when attendance is below 90%.

Working with our local authority:

We work very closely with Hull City Council who make termly visits to the academy to support us in helping families who are struggling. We also use the 'ATTEND' framework where appropriate, to support our families.

Further information on attendance and fixed penalty notices can be found here: School penalty notice | Hull

How we will support your child if they are absent from school due to mental or physical ill health and/or special educational needs and disabilities:

We want to work with families to ensure the best support is given to individual pupils. We have a dedicated pastoral team who work with our families using a range of strategies. Please come and speak to us if your child is struggling to attend school or is unable to attend due to a medical reason or SEND need.