



# Langford Primary School

## Attendance Policy

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## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Attending school everyday is essential in order for children to reach their maximum potential and we will do all we can to ensure children do not unnecessarily miss learning.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

## 3. School procedures

### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.50 on each school day. The register for the first session will be kept open until 9am. The register for the second session will be taken at 1pm (KS1); 1.15PM (Years 3 and 4) and 1.30pm (Years 5 and 6).

### **3.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9am or as soon as practically possible (see also section 6).

**Parents/carers may notify the school by phoning and leaving a message with the school office or by sending the office a text message via our Parent App.**

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt or the child is already having their attendance monitored, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not contacted by the parent/carer to notify them of the absence, the school will make contact with them.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, **we encourage parents to make medical and dental appointments out of school hours** where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary and it is the school's expectation that the child is in school before and after the appointment (depending on time). Evidence of the appointment must be provided to the school.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

The parent is expected to bring their child to the school office and must complete a late slip. The late slip will outline the reasons for your child's lateness and this will go into your child's file and kept there for their time at Langford.

If a child is regularly late a meeting will be called to discuss a plan for improving punctuality.

### **3.5 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If the school can not make contact with the family the school may conduct a home visit or notify family services if they feel the child may be in danger.

### **3.6 Reporting to parents**

Your child's annual attendance is reported in their annual school report. This is also graded as 'Excellent', 'Good' or 'Cause for Concern'.

If your child's attendance is a cause for concern, you will be notified prior the end of the year and you will receive regular updates.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as incidents are unusual, unforeseen and only likely to happen very infrequently.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

The school will not authorise absence for family holidays.

Should poor attendance become a concern, the school will implement the following steps:

- The first meeting is an informal meeting to see how the school can best support you in improving your child's attendance. Outcomes from this meeting may include support from the school nurse, early-help services or home-school liaison officer. The outcome from this meeting will be determined on a case by case basis.
- Should attendance not improve another meeting will be held. This meeting will set targets and a contract will need to be signed the parent/carer.
- Should attendance continue to not improve, the school will look at external services for support. This will include a referral to Early Help services and discussions with the ACE team from the local authority. An action plan will be created and weekly targets set.

**\*If the school has a safeguarding concern linked to a child's absence, they will immediately make a referral to family services and this bypasses the process described above.**

### 4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

## **5. Strategies for promoting attendance**

As a school we will always promote positive attendance. We use the following strategies:

- The headteacher regularly leads assemblies on the importance of attending school each day
- In order for a pupil to be awarded star of the week, one of the criteria is that they attend school each day and on time
- Children who have 100% attendance are rewarded each term.

## **6. Attendance monitoring**

The SLT and Home-School Liaison Officer monitors pupil absence informally on a daily basis. This is monitored formally on a weekly basis.

Parents are expected to call or text the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence goes above 2 days we will contact the parents to discuss the reasons for this (if the parent does not communicate with the school, the school will contact on the first morning of absence).

If after contacting parents a pupil's absence continue to rise, we will consider involving family services for support.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

## **7. Recording concerns**

The school's electronic safeguarding system (CPOMS) is used to record all attendance issues and any actions taken by the school. We use the following headings to record issues:

- General attendance – the attendance issues have not yet reached the persistent absence threshold.
- Persistent absence – a pupil's individual overall absence rate is greater than or equal 10%. All concerns and actions taken by the school are recorded under this heading.

The following documents are scanned and saved on CPOMS:

- Attendance letter to parents
- Attendance contract

## **7. Roles and responsibilities**

### **7.1 The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy. Termly meetings with the Director of United Learning also discuss attendance issues and hold the school to account for these.

### **7.2 The headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

### **7.3 The attendance officer**

The attendance officer role is part of the Home-School Liaison and administrator role:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with external support to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

### **7.4 Class teachers**

Class are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

### **7.5 Office staff**

Office staff are expected to take calls from parents about absence and record it on the school system.

## **8. Monitoring arrangements**

This policy will be reviewed every 2 years by the headteacher. At every review, the policy will be shared with the governing board.

## **9. Links with other policies**

This policy is linked to our safeguarding policy; behaviour policy and anti-bullying policy.

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

# Good Attendance means...

Being in school at least 97% of the time or 184 to 190 days

## Remember

Your education is important - don't miss out!

### Did you know?

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



There are **365** days in a calendar year

**175** days are **not** spent at school\*

\*So there's plenty of time for shopping, holidays and appointments!

### Did you know?

When pupils attend school they:

- ✓ Can achieve their full potential
- ✓ Have better career prospects
- ✓ Learn how to look after themselves and be healthy
- ✓ Grow in confidence
- ✓ Keep up with work and homework
- ✓ Make new friends

(Poster from Barnsley Council)

## Record of Attendance/Late Meeting

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Minuet's late last week \_\_\_\_\_ Minuets late since September 18 \_\_\_\_\_

Current Attendance \_\_\_\_\_%

Persons present: \_\_\_\_\_

\_\_\_\_\_

### Reasons parent/carer stated for lateness/attendance %

Medical/ Circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bullying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Behaviour: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments (include child's view): \_\_\_\_\_

\_\_\_\_\_

Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Week	Attendance Target	Actual
W/B;		
W/B;		
Review date:		

Signed \_\_\_\_\_ Parent/Carer

School \_\_\_\_\_