

# Lanercost C. E. Primary School



*Care Believe Achieve*

## Attendance Policy

**Responsibility: A. Clarricoats**

**Implementation: June 2009**

**Review Date: Every 2 years**

Lanercost C of E Primary School -Attendance Policy

<b>Review Date</b>	<b>Reviewed by</b>	<b>Amendments</b>	<b>Approved by</b>	<b>Date Approved</b>	<b>Next Review date</b>
January 2012	Kim Gilbert	Minor word changes	SAGS committee		Jan 2014
September 2013	Alison Clarricoats	Major word changes	SAGS committee		September 2015
September 2015	Alison Clarricoats	Minor word	SAGS committee	21/11/15	November 2017
April 2017	Alison Clarricoats	Major word changes	SAGS sub committee	6/4/17	April 2019
April 2019	Alison Clarricoats	Appendix 1	SAGS sub committee	23/3/19	April 2021
October 2019	Alison Clarricoats	Minor word changes	SAGS sub committee	10/10/19	April 2021

## Lanercost C.E. Primary School Attendance Policy

### Mission Statement

Lanercost C of E Primary School promotes the view that regular attendance is extremely important to ensure the best possible learning outcomes for all children. It establishes a positive working ethos early in life.

### Parent/Carer Responsibilities

- Parents/carers have a legal duty to ensure that children of compulsory school age attend on a regular and full time basis.
- Parents/carers must ensure that if their child is to be absent from school for any unavoidable reason (such as sickness) they contact the school as soon as possible and before 8.50am on the first morning of absence. This may be done by phone, note or in person. School should then be kept informed on a day to day basis.
- If a child has a medical/dental appointment the official letter/card must be brought into school as soon as possible and no later than the day prior to the absence. We would ask that parents/carers make routine medical and dental appointments outside of school hours wherever possible.
- Parents/carers cannot authorise their child's absence as only the school can do this on the basis of the explanation provided by the parent/carer. Lanercost C of E Primary School carries out absent coding in line with the Local Authority (LA) guidance. (Should parents/carers fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.) Unacceptable reasons for absence include shopping and birthdays for example.
- Parents/carers should ensure that their child arrives at school in time for the start of the school day (8.50am.). If a child is late they should report directly to the school office. Late arrival will be recorded on the school management system.
- The Headteacher is no longer able to authorise requests for holiday in term time unless there are exceptional mitigating circumstances
- The regulations stipulate that from September 2013 onwards, children will not be entitled to any leave of absence even if they have demonstrated good attendance. Head Teachers are now only able to consider leave of absence for children during term time in the following 'Exceptional Circumstances'.

### List 1 - Exceptional Circumstances

- **Return of Services Personnel** - Absence for the return of forces personal from operational tours of duty are considered exceptional if they prevent contact with the parent during scheduled holiday time

- **Religious Observance** – absences for important religious observances are often considered for the ceremony and travelling times only. This does not include extended leave.
- **Specific Medical Needs** - Absence for pupils with specific medical conditions, which require additional holiday time should be considered in conjunction with appropriate medical advice.
- **Bereavement** – Absence for bereavement of a close family member is usually considered an exceptional circumstance for the funeral service
- **Family Trauma** – Absences should be considered if a family is experiencing a significant trauma or crisis

The following list of reasons for leave will not meet the 'Exceptional Circumstances' criteria:

**List 2 - Examples of reasons no longer accepted as Exceptional Circumstances**

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends that have different half terms or holidays.

**School Responsibilities**

- The school will record and monitor attendance in accordance both with the statutory requirements and with the principle that regular, uninterrupted attendance is vital to a child's educational progress.
- Registers will be taken twice daily at the start of each morning (8.50am) and afternoon session (1.00pm) and will be kept open for a maximum of 10 minutes. Any child arriving after the register has been taken will be recorded as late for that session. If a child arrives after the register has closed but their parent/carer provides them with a note detailing a reason acceptable to the school, absence is recorded as authorised absence for that session. If they are late and fail to provide an acceptable reason unauthorised absence will be recorded for the whole of that session.
- Teachers will complete registers in accordance with the guidance they have been given. The Headteacher will inspect the management system weekly to ensure that any potential attendance difficulties are identified at an early stage.
- Should a teacher have particular concerns about an individual child's attendance or punctuality the Headteacher should be informed. (The office administrator will alert the Headteacher if any child's attendance falls below the school average (95%).
- If a child is absent the class teacher will enter the code N in the register, leaving the office administrator to select the correct code for that absence. The office administrator will aim to contact by telephone, any parent who has failed to inform the school of the reason for an absence (first day calling - the primary aim is to check on the safety of the child). This phone call should be done, wherever possible, by 9.30am.

## Lanercost C of E Primary School -Attendance Policy

- All absence notes from parents/carers should be sent to the school office to be held on individual children's files. All letters concerning absences should be brought to the attention of the Head Teacher (who will then communicate with the parents/carers concerned).
- Where children have an illness that means they will be away from school for over 10 days, the school will, if requested, send material home so that they can keep up with school work. If the absence is likely to continue for an extended period or be a repetitive absence (such as necessary stays in hospital), the school may make a referral to the Home Hospital Tuition Service.
- The Head Teacher will regularly review attendance data with the Governing Body subcommittee for safeguarding and attendance and will use this data to feed back to the main Governing Body. These meetings will agree on attendance thresholds and targets and will identify respective tasks and follow-up actions.
- The school will employ a number of strategies to promote regular, punctual attendance:
  - The Head Teacher will communicate regularly with parents/carers on attendance matters;
  - Children who have 100% attendance in any one term will receive an Excellence Certificate for Attendance, awarded at a Whole School Assembly;
  - Children who have 100% attendance for the year will be presented with a badge and certificate in the Leavers service at the end of the year
  - Clear attendance information will be reported to parents via their child's school report
  - If the attendance of any child falls below 95%, it will be reviewed by the Safeguarding and Attendance Sub-Committee of the Governors and the appropriate action taken. This may involve a letter from the Headteacher sent to the child's parents, inviting them to a meeting to discuss the problem and the impact on their children's learning.

### **Review Date**

This attendance policy will be reviewed as regularly as required.

## Appendix 1

### Attendance Top Tips

#### What is the school's target for attendance?

- As an outstanding school we have a target of 97.5% attendance; so if your child is off 4.5 days during the academic year this would be the equivalent of a 97.5% attendance. Every child's attendance helps the school to meet this target.

#### How can I contribute to the school target by supporting my child to achieve 97.5% attendance?

- Please keep time off school to a minimum; try and make medical/dental appointments outside of school time or at least in the afternoon after registration.
- If 'in doubt' please bring your child to school, we will send them home if their condition worsens. The exception to this is sickness/diarrhoea where the HSE **48 hour rule** applies from the point of the last bout of illness.

#### When does the school take the register?

- The morning register is taken at 0850hrs and the afternoon register is taken at 1300hrs.

#### When is my child late for school?

- Punctuality is important; being late has an impact on everyone's learning as the class teacher has to interrupt the lesson/activity to integrate the latecomer.
- There are two types of code a pupil can be given:
  - L – Late before the register closes – 9.00am
  - U – Late after the register closes; this code counts as an unauthorised absence – so if your child arrives at 9.05 the register code that will be assigned to them will be U – an unauthorised absence. The U code is prescribed by the DFE.

#### **Lateness = Lost Learning**

(Figures below are calculated over a school year)

5 mins late each day = 3.5 days lost  
10 mins late each day = 7 days lost

#### What do I do if my child is going to absent from school?

- Ring the school before 8.50am on the first day of illness and provide an explanation for their illness. This should be done every day that they are ill.

#### What about holiday?

- **DFE** guidance to Head teachers states **Head Teachers** are only able to consider leave of absence for children during term time in the following 'Exceptional Circumstances'.

#### List 1 - Exceptional Circumstances

- **Return of Services Personnel** - Absence for the return of forces personal from operational tours of duty are considered exceptional if they prevent contact with the parent during scheduled holiday time
- **Religious Observance** – absences for important religious observances are often considered for the ceremony and travelling times only. This does not include extended leave.
- **Specific Medical Needs** - Absence for pupils with specific medical conditions, which require additional holiday time should be considered in conjunction with appropriate medical advice.

## Lanercost C of E Primary School -Attendance Policy

- **Bereavement** – Absence for bereavement of a close family member is usually considered an exceptional circumstance for the funeral service
- **Family Trauma** – Absences should be considered if a family is experiencing a significant trauma or crisis

All Requests for authorised absence need to be made in writing no less than **four weeks** before the absence. This will be followed up by a face to face appointment to explore the reasons for the request.

The following list of reasons for leave **will not meet** the ‘Exceptional Circumstances’ criteria:

### List 2 – Examples of no longer accepted Exceptional Circumstances

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends that have different school holidays.

### What procedures does the school use to inform parents of attendance and punctuality issues?

- Attendance for all pupils is reviewed on a weekly basis by the Head teacher. If attendance falls below 95% a letter will be sent inviting parents to a meeting with the Head teacher and a Governor. During the meeting we will discuss and agree a plan to improve attendance. Appropriate assistance and support will be offered to attain improved attendance.
- Attendance records will be discussed at both the Autumn and Spring term parent’s evenings and in the end of year report.

<p>Attendance ... something to think about (Figures are approximate to illustrate the impact of poor attendance)</p> <p><b>Attendance over the course of one school year</b></p> <p>98% Attendance = 4 days absent 95% Attendance = 10 days absent 90% Attendance = 4 weeks absent 85% Attendance = 5.5 weeks absent</p> <p><b>Attendance over 5 years</b></p> <p>85% to 90% = equivalent to about half a year absent from school</p>
---

**Remember good attendance helps your child to fulfil their potential, make good progress and be well socially integrated.**