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**Lidget Green Primary**

**School**

Attendance Policy (Pupils)

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| Approved by the Head Teacher on: | 5TH June 2018 |
| To be reviewed on: | May 2019 |
| Signed by the Head Teacher: |  |

NB. This guidance will be retained for a period of 7 years from replacement.

Version 4 / Dated: May 2018

**INTRODUCTION**

Regular attendance at school is essential to promote the education of all pupils; it is also a means by which we can support the safeguarding of pupils.   We want children to know that their presence in school is important and that they are missed when they are absent or late.  The School will take appropriate action when necessary in order to promote the aims of the policy.

**AIMS OF THE POLICY**

* To maximise attendance of all children.
* To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
* To analyse attendance data regularly to inform future policy and practice.
* To monitor and support children whose attendance is a cause for concern.
* To work in partnership with parents and carers to resolve any difficulty.
* To work closely and make full use of the support from the wider community including the Education Welfare Service and multi-agency teams.
* To ensure no children are missing in education due to radicalisation.

**ROLES AND RESPONSIBLITIES**

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

* **Governors**
  + To set and monitor progress towards annual targets for attendance.
  + To evaluate the effectiveness of the Attendance Policy.
* **Headteacher**
  + To ensure that effective systems are in place to accurately track individual pupil, group and whole school attendance patterns.
  + To monitor individual pupil, group and whole school attendance and punctuality.
  + To work in partnership with key agencies if attendance or punctuality is an issue.
  + To provide Governors with information to enable them to evaluate the success of policy and practice.
  + To contact parents regularly, through newsletters or similar, reminding them of the importance of good attendance and punctuality.
  + To speak to parents/carers regarding any concerns about their child’s attendance.
  + To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.
* **Class Teachers**
  + To provide, through the class register, an accurate record of the attendance of each child in their class.
  + To pass on to the School Office any reasons for absence given to them.
  + To make the Leadership team aware of any concerns they have about children’s attendance and any related impact on learning and well-being.
  + To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.
* **Office Staff / Attendance Officer**
  + To prepare, manage and co-ordinate the use of the SIMS Attendance Manager System.
  + To monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.
  + To contact parents/carers on the first day of their child’s absence to establish the reason.
  + To ensure that a satisfactory reason for every absence has been established for each child at the end of each week.
  + To make a judgement in conjunction with the Headteacher whether an absence is authorised or unauthorised
  + To liaise with the local authority regarding children ‘missing from education’. See procedure below.
* **Education Welfare Officer**
  + To enforce the law regarding school attendance.
  + To support the whole school response to attendance through regular meetings and monitoring individual children’s attendance.

**ADMINISTRATION**

* The School uses Attendance Manager provided by SIMS to store and monitor its legal responsibilities in relationship to attendance.
* Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions.
* Registers must be completed carefully and accurately, as they provide a record of a pupil’s attendance. Failure to compete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

**ABSENCE**

**Lateness**

* School opens at 8.40am
* Pupils arriving after the register has been closed at 8.50 am, will be considered as late.
* Pupils arriving after 8.50 am must report to the Attendance Officer at ‘Door C’ so that their attendance can be recorded; they will receive a ‘late’ mark in the register.
* Pupils arriving after 9.15 am must report to the main office and will be officially absent for the morning session.
* Action to address lateness will be taken in line with the school’s strategy to improve punctuality.

**Illness**

* Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence and, where possible and reasonable, on each subsequent day of absence.
* Where the Attendance Officer is not made aware of the reason for a child’s absence they will, wherever possible, contact parents/carers by telephone on the first day of absence. If there is no contact, the child protection team will be informed. If the school has child protection concerns regarding the pupil then a police welfare visit will be instigated.
* If there has been no contact for two consecutive days a home visit will be made by the Attendance Officer.
* If any member of staff is concerned about a reason for absence, a member of the Leadership Team should be informed.

**Medical or Dental Appointments**

Absence from school due to a medical or dental appointment will be considered as an authorised absence.  Parents/carers are requested to provide written confirmation of these appointments.

**Holidays During Term Time**

Absences due to holidays taken during term time can seriously impact on a child’s academic attainment. Our policy is to only give permission for children’s leave of absence in **the most exceptional circumstances**. In the rare circumstances that permission is given for Leave of Absence, the Headteacher will determine the number of days of absence allowed.

Parents will be asked to provide evidence in the form of travel tickets to prove where a child is going / dates of leave and return. These tickets will be copied and attached to the leave of absence forms in order to prevent pupils becoming Children Missing in Education.

Taking Leave of Absence without the school’s permission will result in parents being issued with aPenalty Notice fine of £60 per parent, per child. Where permission has been given for ‘Leave of Absence’, failure to return within 10 schools days of the agreed return date, means that the child may be removed from the school roll.

**Other Absence**  
Other absence from school will be considered on an individual basis and a decision will be made to authorise this or not.

**Children Missing Education**

Where no satisfactory answer regarding a child’s absence is received, the Attendance Officer will use any contact details to try to contact parents. Home visits will be made until it is established whether or not the family are still at the address.

If it is clear (from neighbours or because the house is empty) that the family have left the address, the matter will be referred to the ESW and the Children Missing Education department of the Local Authority.

When the school has been informed that the child has been located either by the local authority or by another school that is admitting the child, s/he is taken off roll. If the child is not located, s/he will be automatically taken off roll after 20 days and the CME department will continue to deal with the situation.

**REPORTING TO PARENTS AND CARERS**

All absences both authorised and unauthorised, and lateness will be reported to the parent/carer at the end of the academic year within their child’s report.  Where attendance has been unsatisfactory, under the following guidelines, parents will be given a detailed attendance record for their child.

|  |  |
| --- | --- |
| 100% | Excellent |
| 95% - 99.9% | Good |
| 90% - 94.9% | Satisfactory |
| Under 90% | Unsatisfactory |

**REWARDS**

* Children who achieve 100% attendance are presented with a certificate and an attendance prize at the end of each year.
* Children who achieve at least 98% attendance will be entitled to have an “Attendance” badge sewn onto their school sweatshirt for the following year.
* Good and improved attendance is also rewarded with, for example, positive comments, Dojo points and certificates.
* Learning mentors working with children on their attendance are able to give rewards as appropriate.

**ATTENDANCE CODES**

The following codes will be used to indicate the reason for absence:

* / \ - Present marks
* L – Late (between 8.50 and 9.15
* U – Late (after 9.15 – unauthorised absence)
* M – Medical – hospital admission, dental, optician, hospital, doctors
* C – Other authorised absence – general illness, bereavement, family reasons.
* H – Authorised holiday absence
* G – Unauthorised holiday absence
* B – Educated off site
* P – Sporting activity
* Y – Enforced closure

**MONITORING AND EVALUATION**

Attendance data will be collected half-termly to establish patterns of irregular attendance.  This will include all children with attendance below 90% and, in addition, children with:

* more than two incomplete weeks
* regular Monday or Friday absences
* repeated lateness
* periods of extended absence
* more than one unauthorised absence

This data will be discussed with the ESW as part of the regular meetings and contact made with parents.

The Headteacher will report back on these discussions to Governors each term.

**REGISTRATION PROCEDURES**

Class Teachers (or the person leading the class in the absence of the class teacher).

* To provide, through the class register, an accurate record of the attendance of each child in their class at each session. The register must be saved by 8.50 a.m. and by 10 minutes after the beginning of the afternoon session. Teachers should mark the register with a slash **/** to indicate the child is present or taking part in an activity under the supervision of school staff. No other mark should be given; registers will be updated with absence codes by the Attendance Officer. Please remember that taking the attendance register twice a day is a legal requirement.
* To maintain an accurate copy of the register, to be used as a fire register in the event of the school being evacuated. For ease of use in an emergency, this register should be marked **O** for children who are absent and **X** for children who are off-site with another member of staff. This register must be updated if children come into class late or leave early. It should go with the class to lessons such as ICT or P.E.
* To pass on to the Attendance Officer any reasons for absence given to them. Written notes should then be sent to the main office; Classdojo messages should be copied and emailed to the attendance officer.
* To make the Leadership team aware of any concerns about children’s attendance and any related impact on learning and well-being.
* To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.

**Lidget Green Primary School DFES No: 3802043**

**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL**

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child’s educational progress. Lidget Green Primary School expects all parents/guardians to ensure that their children attend school regularly. Absences due to leave taken during term time can seriously affect a child’s academic attainment. Our policy is to only give permission for leave of absence in **the most exceptional circumstances**. In the rare circumstances that permission is given for Leave of Absence, the Headteacher will determine the number of days of absence allowed.

Taking Leave of Absence without the school’s permission will result in you being issued with a **Penalty Notice fine of £60 per parent, per child.**

Where permission has been given for ‘Leave of Absence’, **if you fail to return your child within 10 schools days of the agreed return date, your child may be removed from the school roll.**

**If you still wish to apply for your child to be absent from school, this form must be completed and returned to school with your ticket(s) 2 weeks prior to your departure.**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname of Child |  | Forename |  |
| D.O.B |  | Class |  |
| Surname of  Parent / Guardian |  | First Name of Parent / Guardian |  |
| Address of Child  Inc. Postcode |  | | |
| Telephone Number |  | Emergency Telephone Number |  |
| Reason for absence |  | | |
| Length of Absence applied for (no of school days) |  | Destination |  |
| Date of Departure |  | Date due Back to school |  |
| Parent / Guardian Signature |  | | |

**SCHOOLS SECTION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of meeting with Parents |  | | | Head Teacher Signature | | | |  | | |
| Number of previous applications |  | | | Approved L of A | | | |  | School Days | |
| Not approved L of A | | | |  | School Days | |
| Ethnic Origin of Child | Pakistani |  | | White | |  | | Bangladeshi | |  |
| Indian |  | | Black – Caribbean | |  | | Slovakian | |  |
| Polish |  | | Czech | |  | | Other | |  |
| Gender of Child | Male |  | |  | | | |  | | |
| Female |  | |  | | | |  | | |
| Ticket Received | Yes | |  | | No | |  |  | | |

**In the event of the child not returning within 10 days of the agreed return date and no satisfactory explanation has been provided for the none return, the child can be removed from the school register and a referral to the Children’s Services as a Missing Child. The Education Social Worker will also receive a copy of this form.**