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**Lidget Green Primary**

**School**

Attendance Policy (Pupils)

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| Previously approved on: 22nd May 2018  Approved by the FGB on: | 11th January 2022 |
| To be reviewed on: | January 2024 |
| Signed by the FGB: | C:\Users\Deirdre_2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OXW6W8L3\D Bailey Sig.JPG |

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

Version 5 / Dated: January 2022

**RELATED DOCUMENTS**

School Safeguarding Children and Child Protection Policy

BDMC Children Missing Education Guidance for Schools September 2017

**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 Children’s Services and multi-agency teams.

**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 meet with parents who have requested leave of absence for their children.
  + 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 (or the person leading the class in the absence of the class teacher)**
  + To fulfil the legal requirement of taking the register twice a day.
  + 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**.
  + 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 **0** 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 report to the Attendance Officer any information they have regarding children’s absence or possible upcoming absences.
  + To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.
* **Attendance Officer**
  + To prepare, manage and co-ordinate the use of the SIMS Attendance Manager System.
  + To ensure the accurate recording of reason for absence through the correct use of absence codes
  + To monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.
  + To liaise with class teachers regarding absences, reasons for absence and applications for holidays during term time.
  + To contact parents/carers on the first day of their child’s absence to establish the reason.
  + To gather information to validate parents’ explanations for absence, particularly where there are concerns about a child.
  + 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 meet with parents who have requested leave of absence if the Headteacher is unable to do so.
  + To liaise with previous schools regarding children’s absence, where appropriate.
  + To liaise with the local authority regarding children ‘missing from education’. See procedure below.
  + To organise rewards and events marking good attendance.
* **Local Authority Attendance 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 there has been no contact for two consecutive days a home visit will be made by the Attendance Officer. Where there are safeguarding concerns about the child, a home visit will be made on the first day of absence without parental contact.
* 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**

Parents/Carers are encouraged to make medical and dental appointments for their child outside school hours if possible; if they have not been able to do this, absence from school due to such an appointment will be considered as an authorised absence.  Parents/ Carers will be asked to provide written confirmation of these appointments.

**Leave of Absence 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 grant children’s Leave of Absence in **the most exceptional circumstances**. In the rare circumstances that we grant 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 parents being issued with aPenalty Notice fine of £60 per parent, per child. Where Leave of Absence has been granted, 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**

**see CME flowchart at the end of this document.**

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 LA Attendance Officer and the Children Missing Education department of the Local Authority. The LA will inform school when the child is located either by the LA or by another school that is admitting the child (ren).

**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; a star is added where children have achieved high attendance over consecutive years.
* Good and improved attendance is also rewarded with, for example, positive comments, Dojo points, class treats 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 LA Attendance Officer as part of the regular meetings and contact made with parents.

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

**Absence Procedures Flow Chart**

Child is absent from school

Parents/carers make contact with school to give reason for absence.

No contact with school made by parents/carers.

If contact is made and reason for absence is given, mark absence down as authorised or unauthorised depending on reason.

**A home visit will be made if there are any concerns about the reasons given or the child’s absence.**

Ask what the predicted term of absence is likely to be.

Check child is back in school when predicted: if they are, no further action is needed; if not – or if absence extends beyond a week - make a ‘welfare’ check (home visit) on the child after consulting with the class teacher about work that should be sent home for the child.

If a child is hospitalised or has an ongoing medical need, the SENDco will liaise with the Hospital Schools (TRACKS) or Home Tuition service.

If absence is unauthorised or if there have been repeated absences, discuss with parents the importance of attendance and the procedures for absence expected by school. Emphasise that this is part of our commitment to safeguarding children.

Also discuss the implications of children being absent from school with no valid reason; the child’s learning and social opportunities suffering, and sanctions for parents: Local Authority Attendance Officer involvement, fines etc.

If still no contact is made or there are repeated unexplained / unauthorised absences, make a referral to the LA Attendance Officer. Referrals are made as a matter of course when a child’s attendance drops to 85% (‘persistent’) regardless of the reasons.

If there is still no contact by day 3, make a home visit.

If contact is not made, make the same attempts the following day whether the child is still absent or not, to discuss with parents the importance of attendance and the procedures for absence expected by school. Emphasise that this is part of our commitment to safeguarding children.

**If there are any concerns about safeguarding, and contact cannot be made, a home visit will be made on Day 1.**

Make phone call to parents/carers and, if necessary to the other numbers held by the school.

If there is no response when visiting the home, leave a letter asking parents/carers to contact school. If there is evidence that the family may have moved, or gone away initiate “child missing education” procedures – making enquiries with friends, neighbours etc and referring on as necessary.

Continue to monitor and make enquiries and home visits.

If there is still no contact with parents after 10 days, refer to the appropriate authority.

**Child Missing Education Flow Chart**

Child is absent and no contact has been made by parent/carer regarding the absence.

When a parent informs the school about the child moving to a different area/city/country, take as much detail as you can i.e. - follow up address, name of the new school and moving day and, if it is abroad, copies of the tickets.

Contact the new school to check if child has been given a place and to leave our contact details with them.

If there is no response when visiting the home, leave a letter asking parents/carers to contact school and make enquiries with friends, neighbours etc. If there is evidence that the family may have moved, or gone away initiate “child missing education” procedures and refer on as necessary.

If there are no safeguarding concerns but the child does not return to school, keep on roll for 20 school days, then refer to the Child Missing Education Team and remove child from the school roll.

If still no contact by day 3, make a home visit to discuss absence with parents/carers.

Make phone call to parents/carers and, if necessary, to the other numbers held by the school.

When confirmation has been given that a child is on roll at another school, s/he can be removed from the school roll.

If contact is not made, make the same attempts the following day whether the child is still absent or not.

**If there are any concerns about safeguarding, and contact cannot be made, a home visit will be made on Day 1.**

If a child is absent from school without explanation following this notification, follow up with a Home visit. If there is no answer at the door, start enquiries e.g. ask neighbours for any additional information - when was the family last seen etc. Check bins to see if they are full and windows/ letterbox to see whether any mail has gathered or if household items are still in place. Make contact with Secondary/other schools if known siblings attend there.

If there are any existing safeguarding concerns about the child or family, or investigations raise concerns, refer to the appropriate authority (Children missing education 2016 document p.12)

**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. Green Primary School expects all parents/guardians to ensure that their children attend school regularly. Absences due to holidays 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, please complete this form and **return it to school before making any travel arrangements.**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  | |  | | |

**In the event of the child not returning on 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 referred to the Children’s Services as a Missing Child. The LA Attendance Officer will also receive a copy of this information.**