



LEAGRAVE PRIMARY SCHOOL

'Striving for Excellence, learning for life'

ATTENDANCE POLICY

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NON - STATUTORY

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations

Policy Statement:

At Leagrave Primary School we aim to:

- Ensure that regular attendance and punctuality are given a high priority by parents, carers, pupils and members of staff.
- Comply with Government regulations on attendance.
- Convey a clear message to parents/carers and pupils that regular attendance is vital and that unauthorised absences will be followed up.
- Keep records of all absences.
- Distinguish in those records between authorised and unauthorised absences.
- Establish effective procedures within the school to follow up unauthorised absences at the earliest opportunity.
- Establish clear communications with external agencies to keep absences to a minimum.
- Publish the school's record of absences on the School Website and in the weekly Newsletters
- State the child's attendance record in the pupil's Annual Report.

Aims & Objectives

To ensure that staff and parents/carers are clear about the procedures for attendance in our school.

Working with our designated Senior Leadership Team member and Education Welfare Officer this policy aims to identify any issues to do with attendance and sets out expectations.

Intended Outcomes

- All children will have acceptable levels of attendance (above 97%).
- Parents/carers to know the importance of good attendance.
- Parents/carers to know the procedures to follow if their child is absent from school.
- All children to feel happy and safe in school and to want to attend regularly.

Procedures

Through various initiatives we encourage all children to arrive to school by 8.55am each day, to ensure prompt registration.

Registers

All schools are legally obliged to keep an attendance register which must be taken at the beginning of each morning and afternoon session. Procedures for Leagrave Primary School are as follows:

Morning Registration

- Doors open at 8:30am for Nursery school.
- Doors open at 8:45am for all other year groups.
- Morning registration begins at 9:00am.
- The register will close at 9.15am.

Afternoon Registration

Monday to Thursday

- EYFS and Year 1 registration begins at 12.30pm.
- Registration begins at 12:45pm for Years 2 and 3.
- Registration begins at 1:00pm for Year 4.
- Registration begins at 1:30pm for Years 5 and 6.

Fridays only

- EYFS and Year 1 registration begins at 12:15pm.
- Registration begins at 12:30pm for Year 2.
- Registration begins at 12:45pm for Year 3 and 4.
- Registration begins at 1:00pm for Year 6.

Children are expected to attend school for the full 190 days of the academic year.

Absence

All absences will be recorded as follows:

Authorised

- An absence is recorded as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer and school accept the reasons given.

Unauthorised

- An absence is classified as unauthorised when a child is away from school without the permission of the school.

Parent/Carer responsibilities

Parents/carers have an obligation to phone the school on the first day of their child's absence and to explain the reason for the absence before 9.30 am. Failure to notify school is a safeguarding issue. This means that the school is obliged to try and contact you to establish your child is safe.

- If a message is not received the school will phone the contact number(s) of each absent child.
- When a phone call is received or made the message will be logged on the register.
- Parents/carers will be asked to supply the school with an emergency contact number which the school will use to enquire about the child's absence if no notification is received.
- On the day of return to school, evidence explaining the child's absence may be required.
- Failure to provide the school with a reason for the absence, will result in an unauthorised absent mark.
- Unauthorised absences will be followed up by the school.

Parents/carers should:

- Arrange dental and medical appointments outside school hours, or provide evidence that this was unavoidable. The school will not authorise a medical/dental appointment in school time without an appropriate appointment card or doctors note. Generally, only 2 hours will be adequate and a child should attend before and after any appointments.

- Be aware that absences for shopping, looking after siblings, birthdays and other trivial reasons are not acceptable and will not be authorised. This includes when a parent/carer is ill themselves. Parents/carers will be required to make alternative arrangements to get their children to school.
- Be aware that a note covering absence will not automatically guarantee authorisation and only the headteacher can agree to authorise the absence.

Lateness

The school will rigorously monitor late arrivals and endeavour to improve punctuality.

- All entry doors/gates will be locked at 9:00am.
- Any child arriving into their classroom later than 9:10am is deemed late, and should report to the school's Reception Office where their attendance will be recorded in the 'Late' book.
- A member of the school's staff will escort children to their classrooms, if it is deemed necessary.
- Late arrivals before the close of the register will be authorised. This will be reflected with a code 'L' in the school register.
- All arrivals after the close of the register (9:15am) and without previous authorisation will be unauthorised. This will be reflected with a code 'U' in the school register. Unauthorised lates will have a detrimental effect on your child's attendance percentage. In accordance with DFES guidelines, all unauthorised lates will effectively result in an unauthorised absence for that session.
- Two or more late arrivals will generate a letter posted home.
- Repeated late arrivals (5 or more) will result in an investigation by our Community Education Officer.
- Where punctuality continues to be an issue a referral will be made to the Educational Welfare Officer.
- Parents/carers should always contact the school if they become aware their child will be late.

Late Collection

Under Section 457 of the Education Act 1996 and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The school accepts, however, that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that charges are not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

Late collection of children will be monitored by the school. The school operates a late charge system as follows:

- On any occasion that a child in EYFS is collected between 3:10pm and 3:20pm from the school office the parent/carer will be charged at £2.50 per child.
- On any occasion that a child in Year 1 or Year 2 is collected between 3:10pm and 3:20pm from the school office the parent/carer will be charged at £2.50 per child.
- On any occasion that a child in Year 3 to 6 is collected between 3:20pm and 3:30pm from the school office the parent/carer will be charged at £2.50 per child.
- If a child in EYFS, Year 1 or Year 2 has not been collected by 3:20pm (Monday-Thursday), they will be taken to After School Club where a £10 membership fee plus the session rate will be charged.
- If a child in Year 3 – 6 has not been collected by 3:30pm (Monday – Thursday). They will be taken to After School club where a £10 membership fee plus the session rate will be charged.

- If a child is not collected by 5pm there will be a charge of £10 per 15 minutes to cover salary costs and an immediate referral will be made to the Educational Welfare Officer, Social Services and the police will be called if a child is abandoned and no parental contact has been made.

Friday Late Collection Procedures

- If a child who is in EYFS, Year 1 or Year 2 is collected between 1:00pm and 1:10pm from the school office the parent/carer will be charged at £2.50 per child.
- If a child who is in year 3 to 6 is collected between 1:10pm and 1:20pm from the school office the parent/carer will be charged at £2.50 per child.
- If a child in EYFS, Year 1 or Year 2 has not been collected by 1:10pm they will be taken to After School Club where a £10 membership fee and hourly rate will be payable. Please note that charges are by the full hour.
- If a child in Years 3 to 6 has not been collected by 1:20pm they will be taken to After School Club where a £10 membership plus session rate.

Illness

Whilst it is understandable that children do become ill, it is essential that absence due to illness is kept to a minimum. The DfE has issued clear guidelines on exclusion periods for illness. These can be found at www.gov.uk/government/organisations/public-health-england. Where a child has a number of absences due to illness within a half term, and this gives cause for concern, a parent/carer may be asked to sign a 'consent to share information' form. The school has the right to not authorise further absence for this reason unless some medical evidence can be provided by the parent/carer.

Parents/carers will be asked to provide medical evidence of their child's absence from school if attendance becomes a concern. You will be notified by the school if this is the case. If this is not received the child's absence may not be authorised and the parent will be contacted by the Education Welfare Service should the child's attendance meet their threshold for intervention.

Attendance below 90% categorises a child as a persistent absentee and triggers the intervention of the Education Welfare Officer. If your child has a genuine medical issue you will be expected to regularly supply doctor/consultant information to the school and be involved in a specific care plan for your child.

Religious Observance

Days aside exclusively for religious observance by the religious body to which the parent belongs, is deemed an authorised absence. If this rule is not followed, the absence will not be authorised.

- Parents/carers must apply for the authorised absence before the leave is taken.
- Any additional absence for additional religious observance will not be agreed and will be deemed as an unauthorised absence.

Enforced School Closure

Where school closure is not foreseen the school will endeavour to advise the community via:

- Luton Borough Council. www.luton.gov.uk
- School Website. www.leagraveprimary.co.uk
- Parent email and text

Rewards

- All class attendance from the previous week will be listed in the newsletter.
- The class with 100% will receive further recognition in the newsletter.
- Each full term pupils with 100% attendance will be eligible for a bronze certificate.
- 100% attendance for two completed terms will be rewarded with a silver certificate
- 100% attendance for three completed terms will be rewarded with a gold certificate.

The Education Welfare Service

- The school will continue to work with the Education Welfare Officer (EWO); who will provide the school with advice, guidance and strategies to improve attendance.
- Each month the EWO will visit the school to carry out a register check and to advise on follow up action required.
- The EWO may also carry out a home visit when there are concerns relating to a child's attendance or punctuality.
- The EWO may issue Penalty Notice Warning Letters and Penalty Fines and other legal action as necessary.

School Monitoring of Attendance

- The Attendance Officer is responsible for recording and monitoring absences from school.
- The Community Education Officer will carry out home visits when a child is absent from school and there is cause for either clarity or concern.
- The school will publish information on term dates for the current and next academic year on the school website to ensure parents/carers are aware of the days their child needs to be in school.
- The School Action Plan will continue to detail measures aimed at improving school attendance.
- The school will rigorously scrutinise pupil attendance and investigate low/poor attendance. This may include phone calls, letters and or interviews with parents/carers of those pupils.
- Where there is a failure to improve a referral will be made to the Education Welfare Service.
- The Governing Body will be kept informed on issues related to attendance. They will have a role to play in analysing attendance data and disseminating the information to staff, pupils and parents/carers.

Monitoring this Policy

This policy will be monitored as part of our regular Policy in Practice schedule.