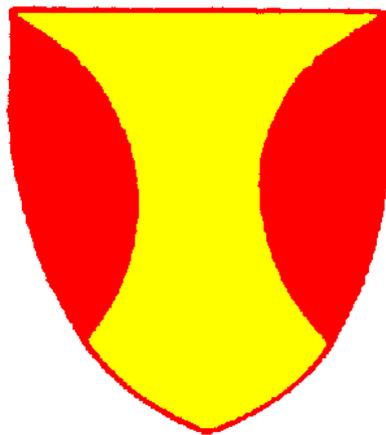


Lanercost C. E. Primary School



Attendance Policy

Responsibility: A. Clarricoats

Implementation: June 2009

Review Date: Every 2 years

Lanercost C of E Primary School -Attendance Policy

Review Date	Reviewed by	Amendments	Approved by	Date Approved	Next Review date
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
June 2017	Safeguarding sub committee	Word changes for clarification	SAGS sub committee	26/6/17	April 2019

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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/carers. 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.)
- 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.

Holidays:

- The Headteacher is no longer able to authorise requests for holiday in term time unless there are exceptional mitigating circumstances
- The DFE regulations stipulate that from September 2013 onwards, children will not be entitled to any leave of absence even if they have demonstrated excellent 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

- Family member that serves in the Armed Forces returning from active duty
- Significant family events or circumstances – these will need to be considered individually (usually non recurrent)

Requests for absence for holiday that meet the exceptional circumstances have 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 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

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is to check on the safety of the child). This phone call should be done, wherever possible, by 9.30am.

- 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 through newsletters at the beginning of each term. Within this newsletter there will be:

- ❖ A reminder that full attendance enables every child to achieve as well as they are able and prevents disruption to learning for the class/ group.
- ❖ A reminder about the statutory requirements and government targets for attendance.
- ❖ Information about where the policy document can be accessed on the website
- Children who have 100% attendance in any one term will receive an Excellence Certificate for Attendance, awarded at a Whole School Assembly and a letter acknowledging good attendance
- Clear attendance information will be reported to parents via their child's school report and at parent's evenings.
- The school's target for attendance is 95%, and a letter will be sent to parents if their child's attendance falls below this.
- If attendance falls below 90%, parents will be invited 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.