



Long Lawford Primary School

Love, Learn, Persevere and Succeed

Attendance Policy and Procedure

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| Approved by: | Head teacher | Claire Stringer |
| | Chair of Governors | Sharon Smyth |
| Adopted by Governors | September 2021 | |
| Last reviewed on: | October 2018 | |
| Next review due by: | October 2022 | |

WHY?

Promoting good school attendance and reducing absence is vital to: promote children's welfare and safeguarding; ensure every pupil has access to full-time education; ensure that pupils succeed and ensure that pupils have access to a wide range of opportunities when they leave school.

WHAT?

This policy outlines the **responsibilities of the school and parents** in ensuring that pupils' attendance at Long Lawford Primary School is as good as it can be.

HOW?

Excellent teaching and learning as part of an exciting child-led curriculum (see 'Curriculum and Teaching and learning policy) motivates children to want to attend school.

Accurate registers enable the school to recognise and act upon attendance patterns; staff follow the Register Protocols which are reviewed and shared at least annually and during staff induction. Registers open at 8:30am and close at 9:05am each morning, then re-open at 12.30pm and close at 1:30pm each afternoon, unless otherwise agreed under exceptional circumstance by the SLT. Children arriving after 9:20am are recorded as 'Late'. During September 2020 these extended timings are due to staggered starts because of the ongoing RA in place for responding to COVID19.

Recognising and rewarding good attendance:

Individuals

Half Termly – Children with 100% attendance and good punctuality during each half term 1 get a 100% attendance badge.

Yearly – Children with 100% attendance and good punctuality for the year all win a voucher

Classes

Daily – Class teachers take registers at the start of morning and afternoon sessions, they celebrate good attendance and involve children in updating the classroom Attendance Traffic Lights rocket poster daily

Weekly - the classes in each phase with the highest attendance win a trophy and earn an extra playtime the following week. Sticker weeks reward children who have 100% attendance for that week.

Specific groups are set targets and rewarded as needed to address weaknesses.

Approving absence: Parents are asked to contact school on a child's first day of absence with a reason. If no reason is given, or further information is required, a phone call is made to parents. Home Visits are routinely carried out by the DH, C&FL and LM if no contact can be made by phone, further information is needed or to see how a child is. Once sufficient information has been gained, an absence code is decided on, following DfE guidance (see resources). Medical evidence may be requested if absences are due to illness. School will make final decision as to whether absence is authorised.

Monitoring and addressing irregular attendance: The Safeguarding team are informed about any extended or persistent absence, where there are concerns

about a child's welfare a joint home visit will be made by DSL and a member of the Safeguarding team.

Every 4 weeks, the Attendance Lead and LM monitors cases where attendance is below 96%. For children whose absence has increased, actions are taken which aim to prevent children becoming or remaining a Persistent Absentee (<90%). These actions may include sending out concern letters, making home visits, arranging medical or family support, referring the child to the mentoring team or setting up a Parent Contract involving WAS Warwickshire's attendance unit. If there is no improvement after a minimum of three points of contact, a referral may be made to the LA's Attendance and Prosecution Service.

Term-time leave: The Head teacher or Attendance lead will only authorise leave during term time in exceptional circumstances. Periods of unauthorised leave will be referred to the Attendance and Prosecution Service, who may in turn issue a Fixed Penalty Notice.

WHO? All staff in school are responsible for promoting good attendance

- The **Front office** checks absence after each register period, carries out first day calling and informs DH or LM if contact cannot be made. DH, C&FL or LM will make home visits as well supporting parents with improving their child's attendance.
- **Class teachers** discuss attendance and punctuality daily, refer concerns to the Attendance Lead.
- **Attendance Lead** is responsible for monitoring and improving attendance.
- The **Attendance Lead** decides which term time leave applications to authorise.
- The **School council** discuss attendance
- The **Inclusion team** work with children who are disaffected with school and families who need support.
- **Families** support this policy by contacting school as soon as possible to explain any absence of their children and/or seek support.
- **WAS** support school with families of children with PA
- Warwickshire's **Attendance & Prosecution Service** receive referrals and issue warnings and Penalty Notices.

Useful Resources:

LLPS Attendance Procedures – September 2020 LLPS Register Protocols – July 2020

[School attendance: Guidance for maintained schools, academies, independent schools and local authorities](#) (DfE, November 2016)

Staged Approach

Whole school attendance is monitored at a minimum of every half term but more frequently as appropriate to the needs of the school. The whole school attendance target is based on an evaluation of the last 3/5 years previous attendance. Attendance is more closely evaluated of pupils whose attendance is below the whole school target.

| Stage | Trigger | Outcome |
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| 1 | Attendance falls below the whole school target of 96% and the child's attendance is of concern. | <p>Letter 1 will be sent to parents:</p> <ul style="list-style-type: none"> • Expressing concern about attendance • Informing the parents of current attendance • Enclosing a registration certificate • Reminding parents of their legal responsibilities • Notifying parents that the child's attendance is being monitored. <p>Attendance is monitored for a fixed period of 4 weeks.</p> |
| 2 | Parents have received a Stage 1 letter and attendance remains of concern. | <p>Letter 2 will be sent to parents:</p> <ul style="list-style-type: none"> • Informing parents of ongoing concern about attendance • Informing the parents of attendance during the monitoring period • Enclosing a registration certificate • Reminding parents of their legal responsibilities and the nature of 'persistent absence' • Notifying parents that the child's attendance is being monitored and of the dates of the monitoring period. • Requesting that the parents provide medical evidence of absence for illness, to enable the school to consider the authorisation of absence. • Welcoming parents to arrange an appointment if they wish to discuss attendance further. • If attendance has improved but is still below an improvement letter will be sent to Parents/Carers praising improvement but reminding attendance is still below 96% and will continue to be monitored. A school attendance target will be set for 4 weeks where an improvement will be expected. <p>Attendance is monitored for a fixed period of 4 weeks.</p> |
| 3 | Parents have received a Stage 2 letter and attendance remains of concern. | <p>Letter 3 will be sent to parents:</p> <ul style="list-style-type: none"> • Informing parents of ongoing concern about attendance • Informing the parents of attendance during the monitoring period • Enclosing a registration certificate • Reminding parents of their legal responsibilities and the definition of 'persistent absence' • Inviting parents to an appointment with the Attendance Lead on a specific date, with the purpose of discussing attendance, agreeing an action plan of support, considering whether it may be appropriate to involve outside agencies, such as WAS, and setting an internal school attendance target. |

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| | | <ul style="list-style-type: none"> Notifying parents that should they chose not to attend, the meeting may take place without them. |
| 4 | Parents have failed an internal school attendance target and attendance is below the level of Persistent Absence (90%) | <p>Letter 4 will be sent to parents:</p> <ul style="list-style-type: none"> Informing parents of ongoing concern about attendance Informing the parents of attendance during the target period Enclosing a registration certificate Notifying parents that the school intends to discuss their child's attendance with its Education Casework Officer, WAS, and may make a formal referral. |
| | During a monitoring period, attendance improves. | <p>A Letter of Praise will be sent to parents:</p> <ul style="list-style-type: none"> Informing the parents of attendance during the monitoring period. Notifying parents that the school will continue to monitor attendance to ensure sustained improvement. |

Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.

- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.