



Lubenham All Saints Church of England Primary School

Policy for Attendance

- THIS DOCUMENT is a statement of aims, principles and strategies for supporting good attendance at Lubenham All Saints C.E. Primary School.

Principles

Lubenham All Saints Church of England Primary School expects good attendance from its pupils in order that they take full advantage of the learning experiences provided for them and aims to support pupils in developing positive attitudes towards punctuality and attendance. Pupils should be made aware that their presence is important by both parents and staff.

Parents of registered students of compulsory school age are legally responsible for ensuring that their child attends and stays at school; they risk prosecution if they fail in this duty. Children are expected to attend school for the full 190 days of the academic year unless there is a good reason for absence.

Parents should be aware that absence from school may have a detrimental effect on their child's education. Learning is a complex process in which knowledge, skills and understanding are developed and built on systematically. Interruptions to this process can lead to gaps in a child's knowledge and understanding, missed stages in the acquisition of a new skill and lost opportunities to share in and grow from new experiences. If parents insist on taking their child out of school during term time then they must accept that they bear the responsibility for the consequent effects upon their child's education. The school cannot influence a child's education if the child does not attend school.

Absence

There are two types of absence:

- **Authorised** (where the school approves pupil absence)
Absence will be authorised for occurrences such as:
 - pupil sickness;
 - serious or critical illness of a close relative;
 - unavoidable medical/dental appointments;
 - exceptional short term domestic circumstances;
 - religious observance;
 - bereavement;
 - wedding of immediate family member;
 - attendance at or in connection with a Children's Hearing or Care Review;
 - approved activities for sports and the arts.

- **Unauthorised** (where the school will not approve absence)
Absence will not be authorised for events such as:
 - shopping trips;
 - birthday or other day trips;
 - non-medical appointments;
 - closure of a sibling's school for training days;
 - family holidays.

Procedures

If a child is absent from school, parents should call the school on the first day of absence by 9.30am stating a reason. In the event of illness, there is no necessity to ring the school every day following the initial call. However, if a child's illness lasts for more than 3 days, then the parent should ring the school again to inform them of their progress.

At Lubenham All Saints CE Primary School we take our safeguarding duties very seriously. If we have not been informed by 9:30am on the morning of a child's first day of absence, we will ring you to ask the whereabouts of your child. This system is known as 'First Response' and is in place in many schools across the country. By doing this we are secure in the knowledge that all our pupils are safe and are where they should be. This will also enable us to enter the correct attendance code in the register. (see Appendix A)

The school will decide whether to authorise an absence. If no explanation is given for an absence and office staff are unable to contact a child's parents/carers, they will be contacted by letter for an explanation. (see Appendix B)

Unauthorised absence

An absence will be recorded as unauthorised if there is no telephone/written explanation received from parents.

Holidays or other non-essential absence taken without the school's prior approval will also be recorded as unauthorised absence.

Registration

Registers are a legal document and provide a daily record of the attendance of all pupils. The class teacher is responsible for marking the register at the start of morning and afternoon sessions.

Children should arrive at school by 8.50am. Registers are taken at 9.00am.

The register is sent to the office at 9.15am. Children who arrive in school after 9.15am must go directly to the school office where their time of arrival and reason for lateness is recorded in the Late Book. They are then marked as late (L) in the register. Arrivals after 9.30am will be considered as absences and require authorisation. The register is taken at 1.00pm for the afternoon session and it is then collected by the administrative assistant.

It is a statutory requirement that numbers of authorised and unauthorised absences are reported to the Department for Education. Absences are recorded electronically, with daily and weekly attendances figures completed.

Family Holidays in Term Time

Parents are strongly urged to avoid booking a family holiday during term time. A pupil's absence in term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days that they are away, but they are also less well prepared for the lessons building on this when they return. There is a consequent risk of underachievement which we must seek to avoid.

From 1st September 2013, the amendments to the Education Regulations in relation to absence from school give NO entitlement to parents to take their child on holiday during term time. Any application for leave must only be in **exceptional circumstances** and the headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave (for example, in the case where a family holiday is judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events or the holiday might be a unique, one-off never-to-be-repeated occasion which can only take place at the time requested).

Parents must notify the headteacher in writing if they wish to apply exceptional for leave of absence from school for **any** reason using the appropriate form (see Appendix C) Each request will be considered individually, case by case, taking into account the circumstances and the child's attainment, attendance and ability to catch up on missed schooling.

The following will not be deemed as exceptional circumstances:

- The availability of cheap holidays or desired accommodation;
- Holidays which overlap the beginning or end of term;
- Holidays booked by a third party.

Parents are strongly discouraged from applying for leave of absence which coincides with the start of the school year, as the first few weeks of the school year are very important for learning routines, establishing relationships and expectations, and building friendships.

The school reserves the right to withdraw authorisation should a child's attendance deteriorate between the leave of absence application and the time when the absence is due to occur.

The school recognises that parents' circumstances (financial position, working commitments etc) vary enormously but the headteacher is nonetheless required to ensure that children only miss school if it is absolutely unavoidable.

Punctuality

It is important to foster positive attitudes to arriving at school on time. Children who arrive late miss vital information given at the beginning of lessons and can also feel self-conscious about arriving in the classroom after an activity has started.

We expect all children to be in school by 9.00am ready for morning registration and open the school doors at 8.50am so that there is plenty of time for them to put belongings away and be ready for the start of morning lessons.

Late collection after school is also recorded.

Statutory Testing

Parents of pupils in Year 6 are made aware of the fact that statutory testing takes place annually in May and cannot be taken at any other time.

The Headteacher is **unable** to grant Leave of Absence permission for Year 6 pupils during the week of the statutory tests.

Levels of attendance / attendance giving cause for concern

At Lubenham All Saints CE Primary School, whilst encouraging 100% attendance, we recognise that there are circumstances in which attendance may not be possible. It is our expectation that all pupils will achieve attendance of 95% and above. Attendance is monitored closely. Parents will be contacted if their child's attendance falls to 90% as the child may be at risk of becoming a persistent absentee.

Parents of pupils with attendance below 85%, which is considered to be persistent absenteeism, and with a high level of unauthorised absence, are at risk of fixed penalty notices. It is highly unlikely that the headteacher will authorise exceptional leave of absence in cases such as these.

Where there is no significant improvement in attendance the parents/carers will be invited into school to discuss the situation.

Frequent medical absences

In the case of a child with attendance which gives cause for concern having a large number of absences for medical reasons (e.g. over 20 sessions) the school will require medical evidence in order to authorise future absences of this nature.

Monitoring and Improving Attendance

Lubenham All Saints CE Primary School is committed to promoting a strong attendance ethos.

The following positive measures are in place to encourage 100% attendance:

- Class 'Attendance Bear' awarded to the class with the highest attendance each month (reported in the school newsletter);
- Promoting and celebrating good attendance and punctuality in assemblies;
- Termly and annual attendance awards for 100% attendance;

Policy Number: 9 Attendance

- Termly reports to parents on their child's attendance to indicate level of attendance:

-85.0% or less	Attendance a grave concern (persistent absentee)
-85.1 – 94.9%	Attendance being monitored (contact with parents at 90% threshold)
-95% or above	Attendance good
- Regular promotion of the benefits of good punctuality and attendance in headteacher newsletters.

It is the school's intention to resolve any problems regarding a pupil's attendance as early as possible, in consultation with parents/carers.

It is the responsibility of the headteacher to monitor attendance. If a child is regularly absent/late, the headteacher will contact parents to notify them of the school's concern and to emphasise the parents' legal responsibility to ensure regular attendance. If persistent absence continues and the school's efforts to improve attendance are unsuccessful, the matter will be referred to the Local Authority Pupil Services Court Team.

Appendix A

School Register - Attendance Codes

Present at school:

Registration Code / \: Present in school / = am \ = pm
Present in school during registration

L Late arrival before the register has closed

Authorised:

- B Off-site educational activity
- C Leave of absence authorised by the school
- D Dual registered – at another educational establishment
- E Excluded
- H Holiday authorised by the school
- I Illness (not medical/dental appointments)
- J At an interview with prospective employers/or at another educational establishment
- M Medical or dental appointment
- P Participating in a supervised sporting activity
- R Religious observance
- S Study leave
- T Traveller absence
- V Educational visit or trip
- W Work experience

Unauthorised:

- G Holiday not authorised by the school or in excess of the period determined by the headteacher
- N No reason yet provided for absence
- O Absent from school without authorisation
- U Arrived in school after registration closed

Administrative codes:

- X Not required to be in school
- Y Unable to attend due to exceptional circumstances
- Z Pupil not on the admission register
- # Planned whole or partial school closure

Appendix B

LUBENHAM ALL SAINTS CE PRIMARY SCHOOL

Dear _____

According to the register _____ was absent from school on _____ and as yet, we have not received notification of the reason for this absence.

Please let us know the reason as soon as possible, using this form if you wish, so that we can keep our absence records up to date.

Yours sincerely

R. Heard

Headteacher

Child's name Date of absence

Reason for absence

.....

Signed

Please return to the school office as soon as possible.



LUBENHAM ALL SAINTS CE PRIMARY SCHOOL



LEAVE OF ABSENCE APPLICATION FORM

Parents are reminded full attendance is an important aspect of a student's commitment to school and overall progress in their studies.

Name of child:	Class:
I am applying for leave of absence for my child for the purpose of: _____	
Date of absence: From: (Insert first date of absence) To: (Insert last date of absence)	Total number of school days absent:
Please note: <ul style="list-style-type: none">• Days in excess of the agreed period will be marked as "unauthorised absence" and recorded on your child's school record accordingly.• The current law does not give any entitlement to parents to take their child on holiday during term time. Any application for holiday leave must be in exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave.• Requests will be refused if your child already has a poor record of attendance or if national tests are taking place at the time of the holiday.• Any holiday leave taken without prior consultation with the school will be marked as "unauthorised absence".	
This leave cannot be taken during the school holidays because: 	
Signed:	Date:

Please see Guidance Notes for application for leave of absence for the purpose of a family holiday