



# **Langton Primary School**

## **Pupil Attendance Policy**

**Adopted by: Full Governing Board  
Spring1 2020**

**Review date: Spring1 2021**

## **Introduction**

All children of compulsory school age have the right to full time education regardless of age, aptitude, ability and any special needs they may have, for them to realise their full potential. The school has a significant part to play in communicating their values and expectations, as well as outlining good practice and procedures for promoting attendance. Staff at Langton School take seriously their responsibility to monitor and promote the regular attendance of all their pupils. We acknowledge that irregular attendance seriously disrupts the continuity of learning, undermines educational progress, and can lead to underachievement and low attainment as well as impeding children's ability to develop friendship groups within school.

## **Aims**

We will:-

- encourage our pupils to maintain a high level of attendance by creating a safe and secure environment where they feel valued and can achieve their full potential
- make attendance and punctuality a priority ensuring that attendance is monitored effectively and reasons for absence are recorded promptly and consistently
- provide support, advice and guidance to parents/carers and pupils
- promote opportunities to celebrate and reward pupil's successes and achievements
- work with families to identify the reasons for their children's absence, understand their needs and respond effectively
- develop a range of effective strategies to support children and families where absence and punctuality is a problem
- encourage open communication between school and home.
- recognise the needs of pupils and when planning reintegration following significant periods of absence provide appropriate support
- meet the legal requirements set out by the Government.

## **What is expected of families?**

Our families should:-

- do all they can to ensure pupils attend school and are punctual
- ensure that children are ready for the school day
- understand that children must remain in school at all times unless permission has been agreed by school for them to leave the premises under supervision
- recognise that children's achievement depends on very good attendance.

## **Parents need to know**

- We recognise that individual children and families may from time to time have problems. Our aim is to support regular attendance.
- Lateness will be investigated, and parents made aware of our expectations regarding prompt attendance.
- Where a child is absent without prior authorisation, an explanation is required on the first day of absence. If the office has not received a message by 9.10am then they will

contact the family directly. If a valid reason is not received, then the absence will be unauthorised, and the register marked accordingly.

- The school are not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered.
- Parents need to be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATS and the first two weeks in the new school year that are an important settling in time.

Families should see themselves as partners with the school and instil respect for education and those who teach their children.

Parents need to support their child and recognise their successes and achievements.

Parents need to ensure their child arrives at school on time, properly dressed, with the right equipment, and ready to learn. A reason must be provided for lateness.

No parent or carer can demand leave of absence as a right. An application for pupil leave in exceptional circumstances during term-time should be completed as far as possible in advance and at least 6 weeks before the first date of the period of leave being requested.

Each application will be individually considered. See *Appendix 1*.

## **School procedures and systems**

### **Registration**

An accurate and consistent registration system to monitor attendance and lateness is essential.

The register will be taken each day by 9am and at 1pm. While doing so the teacher will be checking the emotional health and well-being of the children.

Pupils who arrive after the school start time of 8.45am should report to the main office. If your child arrives late in school you must accompany them into school to sign the late book which records name, class, and time of arrival and reason for lateness. All staff are aware that any child arriving late MUST report to the office for the purposes of fire safety regulations.

Registers close at 9.10 am. For children arriving after 9am but before 9.10am, the register will be marked with an L (authorised late). Pupils arriving after 9.10am will be marked with a U (unauthorised late) unless there is a valid reason e.g. medical appointment.

All absences are shown as either authorised or unauthorised using the symbols agreed and indicated in the Local Authority guidelines. The registers are legal documents and the school may be asked to produce them in any judicial proceedings.

A reason for absence is always required either in person, by phone, email or letter. The school will then decide if it wishes to authorise the absence. This decision will be made within guidelines set out in the 1996 Education Act which identifies the following acceptable reasons for absence.

- The child is ill or is prevented from attending school by unavoidable cause.
- The child lives distant from the school and either the LA has failed to make appropriate arrangements to register the child at a nearer school or failed to make appropriate transport arrangements.
- The child is absent on days exclusively set apart for religious observance in their faith.
- The child is absent with “leave” due to exceptional circumstances.

## **Monitoring Non-attendance and Lateness**

- School requires all families to telephone school by 9.10.a.m. on the first day of absence.
- If the school is not notified by 9.10am in the morning of the first day of absence, the Office Manager will contact the parent, and enquire as to a reason.
- The Office Manager will monitor registers and identify poor attendance/punctuality patterns and advise families accordingly. School will offer support to pupils and their families - this may include a referral to other appropriate agencies.
- Persistent lateness will result in a letter home in the first instance.
- The Office Manager and Head Teacher will review the attendance of all the school's pupils on a regular basis and identify any pupils causing concern. A letter will be sent to parents outlining this concern and offering support. The pupil's attendance/punctuality will be monitored closely. If there is no improvement after an appropriate period, the parents/carers will be invited to attend a meeting with the Head Teacher and other appropriate staff to discuss the issue and hopefully resolve any issues preventing the child from attending school. If the parent/carer does not attend the meeting or if there is no improvement after the meeting, then the school will make a formal referral to the Attendance Officer at the Local Authority.
- The Head Teacher will ensure that information is shared with parents through newsletters. Individual pupil level absence data will be provided to parents/guardians when attendance of individual pupils becomes an issue.
- The attendance rate and number of unauthorised absences will be included on monitoring reports.
- Each half-term school will compile a list of children they feel may need support to improve their attendance and ensure they maximise their learning potential. The action school takes will depend on the % level of attendance.
  - For attendance between 90% and 95% parents will be encouraged to get their child into school as much as possible and avoid absence due to medical or dentist appointments.
  - For attendance between 85% - 90% attendance will be monitored by the Head Teacher and Office Manager. Parents will be informed that attendance needs to improve, and support will be offered to try to achieve this.
  - Below 85% a referral may be made to the LA as they are at risk of persistent absence. The Office Manager and Head Teacher will monitor daily and make regular contact with the family.

## **Strategies used to promote good attendance and punctuality**

- Staff will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have succeeded and can succeed.
- Good and improving attendance will be rewarded.
- Each week the class with the best attendance will receive a class reward.
- Each term pupils with 100% attendance are awarded a certificate.
- In July, children with 100% attendance for the year will receive a Gold certificate, those with 99% a Silver certificate and those with 97%, a Bronze certificate.
- Pupils will be consulted, through the school council, on the type of rewards they would like, and the impact of these awards will be evaluated periodically.
- Positive reinforcement will be given to those pupils who have been off school for a period of time and, if necessary, an action plan will be developed to help them catch up with the curriculum and promote future attendance.
- School will provide support and guidance to pupils and their families.

## Appendix 1.

### APPLICATION FORM FOR PUPIL LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

The form below should be completed by the parent/carer and returned to the school as far in advance as possible and at least **6 weeks** before the first date of the period of leave being requested. Where it is not possible to give at least 6 weeks' notice, due to the exceptional circumstances, parents/carers must still complete the form prior to the absence, otherwise it will be recorded as unauthorised.

#### **No parent/carer can demand leave of absence as of right.**

The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis

#### **Please note: Head Teachers would not be expected to class any term time holiday as exceptional.**

This is not an exhaustive list and Head Teachers must consider the individual circumstances of each case when making a decision on this matter. Where a Head Teacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Head Teacher is final. Parents who take a child on leave in term time without the permission of the school risk being issued with a penalty notice fine for unauthorised absences.

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt educational progress. Before completing this application form parent/carers are asked to consider the effect on their child's continuity of education.

**APPLICATION FOR PUPIL LEAVE OF ABSENCE DURING TERM TIME IN  
EXCEPTIONAL CIRCUMSTANCES**

Name of pupil(s):

School:

Class(es):

Address:

Telephone No:

Siblings (if different school) Schools attending:

I request permission for my child to be absent from school

From.....To.....Total  
school days.....

**Exceptional circumstances for request:**

*(this section must be answered in full and against stated criteria)*

Signature of  
parent/carer.....Date.....

**For school use only**

Seen by Head teacher (signature).....Date.....

Decision reached.....

Date reply returned to parent (s).....