



Ladygrove Park Primary School

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Ladygrove Park Primary School Attendance Policy (Jan 2015)

Introduction

All children and young people of compulsory school age are entitled by law, regardless of ability, race, culture or gender, to a suitable education according to their needs. Where a child is registered at a school, they are obliged to attend. This document explains the attendance requirements of our school.

Principles

At Ladygrove Park Primary School our aim is to create the best possible learning environment for each pupil. We provide a stimulating and caring school setting where each child feels welcome, wanted and secure. Regular and punctual attendance is essential for each child to progress and make the most of the opportunities that are available to them at our school. Pupils who are consistently late are disrupting not only their own education, but also that of others. Attendance is also an important performance indicator for the school. We therefore place great emphasis on good attendance and where persistent lateness or absence gives cause for concern, further action will be taken.

Attendance

- Pupils are expected to arrive at school on time each day.
- In the main school, the morning session begins at 8:40am. The afternoon sessions start at 1pm for KS1 children 1.15pm for KS2 children. The afternoon sessions ends at 3:10pm.
- In Foundation, the morning session begins at 8.55am. The afternoon session finishes at 3:00pm.
- A register of attendance is taken at the beginning of each session. This is important for both recording those present and also in case of emergencies. If a child arrives after 8.55am she/he will be marked as 'late' for that session.

Lateness

- Any child arriving later than 8.55am should enter the school via the main entrance, sign into the 'Late Arrival Book' and report to the School Office. If accompanied, a parent/carer should give a reason for the lateness, which will be added to the register. The child will then be sent to his/her classroom.

Absence

- When absence is unavoidable because of illness, parents/carers must do their best to contact the school by 9am on the first day of absence. This can be done by telephone, by email using (office.2609@ladygrove-park.oxon.sch.uk), by leaving a recorded message on the answering machine or in person at the office. All absences are recorded in writing by the school. Please see appendix for guidelines on dealing with illness.
- If the parent/guardian does not make contact by 9:30am, then the school will attempt to contact them by telephone that day.
- If the school cannot make contact or establish an adequate reason for the absence then they may take further action to ensure the safety of the child.
- When calling or emailing, parents/carers must give an explanation for the child's absence covering all dates of absence. Phone calls from parents/carers are noted by our school office.
- Each half-day absence from school has to be classified by the school, (not by the parents/carers), as either AUTHORISED or UNAUTHORISED.
- If your child is frequently absent due to illness the school may request permission to contact your GP for confirmation that they are too ill to attend school.
- If your child attends school and feels unwell during the school day the school will contact you to arrange collection.



- **Authorised absences** are mornings or afternoons away from school for illness, unavoidable causes or dates pre-arranged with the Head Teacher.
- **Unauthorised absences** are those that the school does not consider reasonable and for which no 'leave' has been given. This includes:
 - Absences for reasons that are unacceptable to the school e.g. shopping, birthday treats, concerts, watching a football match
 - Taking holiday during term time because it is cheaper than peak period
 - If the avoidable absence is too near or during test times, or the school believes the absence could otherwise be harmful to the child's education
 - Truancy during the school day
 - Absences which have never been properly explained

Resolving attendance issues

- Any problem with irregular attendance is best sorted out between the school, parents/carers and the child at an early stage. First stop communication between school and home is almost always successful.
- Attendance is carefully monitored termly (this includes sickness, holidays within term-time and other absences) and various actions are taken according to the situation:
 - *Five or more late marks in any one term* – an initial warning letter is generated and sent to parents
 - *90-95 per cent attendance* – careful monitoring
 - *85-90 per cent attendance* – a specific letter is sent to parents warning them to take care with their child's attendance
 - *80-85 per cent clear reasons should be in place for absence and clear ways to improve attendance.*
 - *80 per cent attendance or below* – the Attendance & Engagement Officer (AEO) is informed, the school works more closely with parents and may introduce a parenting contract at this point.
- Regardless of data if the school feels difficulties cannot be sorted out they will refer the child to the Local Authority Attendance Team or HSLW. They will also try to resolve the situation by agreement, but, if other ways of trying to improve the child's attendance have failed, court proceedings can be used to prosecute parents/carers. This could result in a standard £50 fine, a higher court imposed fine or a term of imprisonment.
- Parents/carers or children may wish to contact the HSLW themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office.

Family holidays during term time

- Parents cannot book family holiday during term time. The law is clear that parents do not have the right or entitlement to take their child out of school for the purposes of a term time holiday, but the school may choose to grant leave of absence in 'exceptional circumstances':
 - Examples of these circumstances include- a parent or close relative is seriously ill, significant trauma in the family which could be alleviated by holiday time, a unique occasion.
- When considering whether or not to authorise leave, the Head Teacher will consider each case individually, taking into account a child's overall attendance record (including lateness and sickness) and the reason. There are times during the year when attendance is particularly important such as periods of assessment (e.g. SATs at years 2 and 6).
- **Parents are strongly advised not to book any travel until approval has been given.** Parents will be informed of whether or not exceptional circumstances absence has been authorised. In some circumstances schools will recognise the importance and significance some absence has on well being or experience and will wish to ensure that a positive discussion with the parents takes place beforehand.
- Should leave be granted but your child remains absent for longer than agreed then this extra time will be recorded as unauthorised absence.
- Should a child fail to return to school after an agreed return date and there is no contact from the parents the school will report the child to the authorities as 'at risk' or 'missing'.
- In the case of unavoidable absence the child's teacher may ask for the child to take curricular work to do whilst away, in line with what is going on in class.



Note:

90% attendance means that your child is absent from lessons for the equivalent of one half day every week. Over five years this is the equivalent of about one half of a school year.

Other contact details:

Attendance and Engagement Team
c/o Foxcombe Court
Abingdon Business Park
Wyndyke Furlong
Abingdon OX14 1DZ
Tel: 01865 323513

NHS Direct: 0845 4647

Roles and responsibilities

<p>Pupils</p> <ul style="list-style-type: none">• Arrive at school punctually each day• Explain symptoms and feelings to best of their ability• Be involved with curriculum learning in and out of school time• Listen to parents and school advice• Carry out work during any leave period which is provided by the school	<p>Parents</p> <ul style="list-style-type: none">• Accept guidance of the school• Ensure their child arrives on time each day and report any absences in time• Get permission from the school for any leave of absence• Work in partnership with the school and or LA to address difficulties• Ensure they comply with statutory responsibilities
<p>Teachers</p> <ul style="list-style-type: none">• Adhere to correct registration practice and symbols• Emphasise the importance of good attendance and punctuality• Monitor patterns of attendance and raise issues of concern• Praise improved attendance and punctuality	<p>Schools</p> <ul style="list-style-type: none">• Maintain and publish attendance policy on website• Adhere to correct registration practice and symbols, supply appropriate attendance statistics• Monitor and follow up absence issues• Refer to HSLW where appropriate

Summary

The school has a duty to promote good attendance and to publish its absence figures for parents/carers and the general public. Equally, parents have a legal responsibility to make sure that their children attend school. At Ladygrove Park Primary School we are committed to working with parents in order to ensure as high a level of attendance as possible.



Guidelines for dealing with illness

Is your child well enough to carry out the activities of the school day? If not, keep your child at home and consult your GP as appropriate.

Does your child have a condition that could be passed on to other children or school staff? If so keep your child at home.

Would you take a day off work if you had this condition? If so keep your child at home.

Common Conditions (for any other conditions- take medical advice)**Cough and cold**

Minor cough or cold: attend school.

Raised temperature/shivers/drowsiness/more severe long lasting cough: Off school
(Visit GP and return when feeling better)

Rash

First sign of many infectious illnesses such as chickenpox and measles: Off school
(check with GP before returning to school).

Headache

Minor headache: attend school

More severe/with other symptoms: off school
(Consult GP)

Vomiting and diarrhoea

Off school.

No return before 48 hours after symptoms disappear.
(If symptoms persist, contact GP).

Sore throat

Attend school

Accompanied with other symptoms: off school.

