



LAKESIDE COMMUNITY PRIMARY SCHOOL

ATTENDANCE POLICY

Jan 2018

LEGAL FRAMEWORK

This attendance policy supports the following legal requirements, as outlined by the Department of Education: -

- The Education Act 1996.
- The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013.
- The Education (School Day and School Year) (England) Regulations 1999.
- The Education Act 2002; and the Changing of School Session Times (England) (Revocation) Regulations 2011.
- Crime and Disorder Act 1998.
- The Anti-Social Behaviour Act 2003.
- The Education Act 2005.
- The Education and Inspections Act 2006.
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007.
- The Education (Penalty Notices) (England) Regulations 2007 and amendments.
- The Education and Skills Act 2008.

PRINCIPLES

At Lakeside Community Primary School, we believe that ...

HIGH ATTENDANCE = HIGH ATTAINMENT

This policy respects the United Nations Convention on the Rights of the Child. The following aspects of the Convention relate most directly to this policy:-:

Article 3: All organisations concerned with children should work towards what is best for each child.

Article 28: All children and young people have a right to primary education, which should be free. Wealthy countries should help poorer countries achieve this. Discipline in schools should respect children's' human dignity. Young people should be encouraged to reach the highest level of education they are capable of.

Article 29: Education should develop each child's personality and talents to the full.

- Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- Promoting excellent attendance is the responsibility of the whole school community.
- This policy should not be seen in isolation, but is a strand that underpins all other policies related to the well being of children including safeguarding, behaviour, bullying and, support for children with medical needs.
- School will promote positive behaviour and attendance through its use of curriculum and learning materials and will recognise good attendance appropriately.
- School will work with parents to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school, such as the School Nurse or representative of the Local Support Team, such as Education Welfare Workers, where required in order to ensure all children can benefit from regular good punctuality and attendance.
- School will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.
- Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.

- All children should be in school, on time, every day that school is open unless the reason for absence is unavoidable.

ADMISSIONS' REGISTER

School keeps a record of the date that each child joined the school and their personal details. School can only remove a child's name from this record where they:

- Have been taken out of school by their parents and are being educated outside the school system;
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period or;
- Have been permanently excluded.

School will notify the Local Authority in advance of any deletion.

ATTENDANCE TARGET

Lakeside Community Primary School's attendance target is 96%.

AIMS OF THE POLICY

1. To raise standards of attendance so that every child is given the opportunity and support to reach his/her learning potential.
2. To raise standards of attendance to enable children to experience all of the curriculum and aspects of school life.
3. To reduce unauthorised absences.
4. To reduce the number of non-illness absences taken during term time.
5. To raise standards of achievement for all pupils.
6. To comply with legal requirements.

Duty of Lakeside Community Primary School

The School has a legal duty to enforce the requirements of the 1996 Education Act. The school is required to:-

- Record attendance at the start of the morning and afternoon sessions daily.
- To decide if absence is authorised or unauthorised.
- To challenge parents who do not send their children to school regularly or promptly.
- To refer cases of unsatisfactory attendance to the Education Welfare Worker (EWW).
- To work with parents / carers to rectify unsatisfactory attendance.
- To provide evidence to support legal action against parents / carers who do not ensure their children are attending school regularly and promptly and to support the Local Authority when it issues Fixed Penalty Notices.

Duty of Parents

- To fulfil their legal duty to send their children to school regularly and punctually.

Duty of the Governors

- To monitor the processes and outcome of school practice.
- To revise this policy annually or as required (due to changes in the law, for example).

SCHOOL PRACTICE

START OF THE DAY

- Staff are to be on duty by 8.45am.
- Children into class from 8.45am. The bell will ring and a teacher will be on duty to ensure children do not leave after they arrive.
- The bell will ring again at 8.55am.
- Children will be registered in class and this process should be finished by 9.10am so that lessons may begin.
- Children who arrive after the bell has gone should enter school by the main doors.
- If they arrive between 8.55am and 9am they will be sent to class.
- If they arrive after 9am they must be signed in at the office. The time of arrival and the reason for lateness must be recorded.
- If children arrive after 9.30am, they will be marked as arriving after designated time and this will be counted as an unauthorised absence, unless the reason is

acceptable, e.g a medical appointment which the school has received advance warning of or, an unavoidable medical emergency.

MARKING THE REGISTER

- This should be done by the person in charge of the class - it may be the Teacher, PPA Assistant, supply teacher or it may be a Teaching Assistant or student working under the direction of the Teacher.
- The appropriate codes should be used as requested by the office.
- The register must be saved and closed before 9.10am.
- The office will add late marks and other codes as appropriate.

ABSENCE

Parents are required to notify the office of the reason for a child's absence by telephone by 9.30am on the first day of that child's absence.

The school operates a 'first day absence check' and will text and/or call parents if no contact has been made by them on the first day of their child's absence. A referral may also be made to the Education Welfare Worker.

Once a child has returned back to school, parents have up to 5 working days to provide a reason for the absence (if they have not already done so), otherwise that absence will be recorded as unauthorised.

Authorised absence will be granted for:-

- Medical appointments (proof in the form of a letter or appointment card required).
- Religious observances.
- Illness - see below.
- Exceptional circumstances for leave of absence.
- Other authorised reasons following parents meeting with the Head or senior staff
- Bereavement / serious domestic problems

UNAUTHORISED ABSENCE

Absence will not be authorised for:

- Birthdays.
- Family days out / family visits.
- Immediately before or during SATs periods.

- Staying at home due to oversleeping / not wanting to come in etc.
- Not having anyone to bring the child in / not being able to bring the child in.
- Shopping trips.
- No reason given for the absence.

Absence will also be unauthorised if:

- Attendance falls below 86% and is not supported by medical evidence
- Leave of absence is taken without the prior permission of the headteacher.
- School is concerned about the impact of absence is having on a child's progress.

COMMUNICATION WITH PARENTS / CARERS

Parents / carers will be notified of their child's attendance percentage figure at each parents' evening.

Every term, the School will send a letter to parents / carers which supports the Local Authority's RAG (red, amber, green) system. This is a letter which shows the child's percentage attendance figure and how that figure sits within the colour-coded system.

When absence falls below 90% and the School has cause for concern, we will send a letter to tell parents / carers about our concern and the impact the absence may have on the child's progress.

When absence falls below 86%, parents may be informed that future absence will not be authorised unless medical evidence is provided. This will continue for a month when the attendance will be reviewed again. If there has been an improvement, medical evidence will not be necessary. If it has not improved, medical evidence will continue to be necessary.

When absence falls below 86%, a referral will also be made to the Education Welfare Worker (EWW). Parents will be informed of the referral. Under Section 444 of the Education Act 1996, an offence occurs if a parent / carer fails to secure their child / children's attendance at the school at which they are a registered pupil, and the absence has not been authorised by the school.

- Penalty notices can now be issued to parents / carers, as an alternative to prosecution for a first offence.

- In Staffordshire, Penalty Notices will be issued by Staffordshire County Council's Education Welfare Worker.
- Penalty Notices can be issued when other interventions by the Education Welfare Worker or other agencies have been offered, or when there is insufficient parental co-operation to bring about change.
- A formal warning will always be issued first, allowing a monitoring period of 20 school days during which parents will be asked to ensure that their child / ren's attendance improves.
- At the end of this period, the Penalty Notice will be issued if the required level of improvement has not been achieved.
- The fine is £60 per parent, per child (for payment within 21 days; fines increase if payment within the initial period has not been made).
- Staffordshire County Council will review the use of Fixed Penalty Notices at regular intervals and amend the general enforcement strategy as appropriate.

Lakeside Primary School supports changes made to Staffordshire County Council's Code of Conduct in March 2015 following changes in the law regarding taking children out of school during term-time.

The Local Authority monitors all unauthorised absences from our school and will be challenging parents who fail to meet their legal obligations.

Key changes in the Code of Conduct regarding Persistent Absence to be aware of are:-
Penalty notice for persistence absence:-

- Parents will now only receive one warning notice period for improvement per academic year. If attendance deteriorates again, no further formal warning will be given and the Local Authority can automatically consider other statutory actions.

LEAVE OF ABSENCE

The law for leave of absences (including holidays) taken during school term time changed with effect from 1 September 2013.

The details of this are as follows:-

The Education (Pupil Registration) (England) Regulations 2006 previously allowed head teachers to grant leave of absence of up to 10 days per school year. The changes which came into effect in September mean that head teachers now may **not** grant any leave of absence during term-time unless there are exceptional circumstances. Head teachers will determine the number of school days a child can be away from school if leave is granted.

Changes have also been made to the Education (Penalty Notices) (England) Regulations 2007. Penalty notices can now be used where the pupil's absence has not been authorised by the school and fines can be imposed on parents. If a Penalty Notice is served, parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

Staffordshire County Council's Code of Conduct now states that Penalty Notices will be issued for those parents taking children out of school for 10 or more sessions of unauthorised absences.

Key changes in the Code of Conduct regarding Leave of Absence to be aware of are:-
Penalty Notice for leave of absence:-

- There is no longer a requirement for attendance to be below 87% before a Penalty Notice can be issued.
- Parents can now be issued with more than one Penalty Notice per academic year.
- 10 sessions of unauthorised absence do not have to be consecutive and only 2 sessions have to be for unauthorised leave of absence.
- The period for calculating the 10 sessions will be based on the previous 3 school terms.

LATENESS

Each month the Attendance Administrator will calculate lateness. Parents will be written to if, in a four week period, there are more than 3 late marks. If lateness persists, there will be a referral to the Education Welfare Worker.

RECOGNISING GOOD ATTENDANCE

- Weekly certificates are awarded to the class/es with the top attendance for that week.
- 100% attendance certificates are awarded each term to individual pupils.
- 100% attendance certificates and awards are given out at the end of each academic year to individual pupils.

CONTACTS

Headteacher

Mrs Kirsty Norbury - 01827 213990

Attendance Officer

Lisa Fisher - 01827 213990

Chair of Governors

Mr Stuart Vale - C/O Lakeside Primary School

School Nurse

01827 288617

Education Welfare Team

01827 475555

Staffordshire County Council

0300 111 8000

MONITORING OF ABSENCE

<u>WHEN</u>	<u>WHAT</u>	<u>WHO</u>
Weekly	<ul style="list-style-type: none"> ▪ Top class attendance announced for that week and certificate presented to the teacher during assembly. ▪ Attendance % update for Friday assembly. ▪ Weekly attendance and year-to-date figures updated. 	LF / KN LF / KN LF
Monthly	<ul style="list-style-type: none"> ▪ Print off vulnerable groups report, less than 90% report, overall percentage attendance update and data analysis by code report. ▪ Print off official register report ▪ Update attendance board in main reception. 	LF LF LF
Half-termly	<ul style="list-style-type: none"> ▪ Meeting with EWO to discuss the School's attendance figure, those pupils with less than 86% attendance and any referrals. 	LF / EWW
Termly	<ul style="list-style-type: none"> ▪ Print off end of term summary (attendance percentage for the whole school / less than 86% / attendance group analysis by code / group analysis by attendance / lates report). ▪ Provide update for the Headteacher and Governors. ▪ Provide certificates for pupils with 100% attendance. ▪ Provide certificate for class with top term attendance. ▪ End of summer term - assembly with EWO and prizes and certificates for pupils with 100% attendance. 	LF LF LF LF LF / KN / EWW
Ongoing	<ul style="list-style-type: none"> ▪ Letters to parents / carers where attendance and / or lateness becomes a concern. ▪ Referrals to EWO as required. 	LF / KN LF / KN

NAME TITLE

SIGNED DATE

DATE OF POLICY REVIEW

APPENDICES

- I] USE OF NATIONAL CODES OR REASONS FOR ABSENCE IN REGISTERS
- II} LEAVE OF ABSENCE REQUEST FORM
- III} ATTENDANCE COLOUR CODES AND THEIR MEANINGS
- IV] KEY AMENDMENTS TO STAFFORDSHIRE COUNTY COUNCIL'S CODE OF CONDUCT RELATING TO THE USE OF PENALTY NOTICES REGARDING SCHOOL ATTENDANCE

USE OF NATIONAL CODES OR REASONS FOR ABSENCE IN REGISTERS

CODE	DESCRIPTION
/	Present (AM)
\	Present (PM)
B	Educated off site (NOT Dual registration)
C	Other Authorised Circumstances
D	Dual registration (i.e. pupil attending other estab)
E	Excluded (no alternative provision made)
F	Extended family holiday (agreed)
G	Family holiday (NOT agreed <u>or</u> days in excess)
H	Family holiday (agreed)
I	Illness (NOT medical or dental etc. app)
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
#	School closed to pupils & staff
Y	Enforced closure
X	Non-compulsory school age absence
Z	Pupil not on roll
-	All should attend. No mark recorded

LAKESIDE COMMUNITY PRIMARY SCHOOL
APPLICATION FOR SPECIAL LEAVE OF ABSENCE

Important information for parents / carers

- There is no automatic right to leave of absence.
- Unauthorised absences may incur a fine imposed by Staffordshire County Council.
- Requests for leave of absence should be sent to the school **no less than 6 weeks prior to the start of the proposed dates**.
- Authorisation before and during SATs, and in the first term of any new school year **will not** be granted.
- This form **must** be completed by the resident parent / carer(s) before requests will be considered.

I wish to apply for special leave of absence from school to be granted to:-

Name of child **Class**

Date of proposed absence From To

Proposed date back in to school will be No of days requested

Exceptional circumstances / reason for proposed absence [please give details below and continue on separate sheet if required and send with any supporting documentation]

.....

Name of parent / carer [Mr / Mrs / Miss / Ms] [Please print]

Signature of parent / carer **Date**

FOR OFFICE USE ONLY:-

DELETE WHERE APPROPRIATE...	REQUEST APPROVED / DENIED
Head Teacher authorisation..... for days Date	
Head Teacher's comments	
.....	
.....	

PLEASE REMEMBER :
ANY LEAVE YOU TAKE WILL HAVE AN AFFECT ON YOUR CHILD'S SCHOOL ATTENDANCE FIGURE
 *** **GOOD ATTENDANCE = GOOD PROGRESS** ***

ATTENDANCE COLOUR CODES

In line with other schools, Lakeside Primary School uses a colour coded scheme for attendance based on the following four groups.....

95-100% **WELL DONE!! THIS IS EXCELLENT**

If your child is in the **green group** they have been absent from school for less than two weeks in the whole year or they may have attended school every day.

92-94% **VERY GOOD – BUT BE CAREFUL**

If they are in the **yellow group** they could be missing up to 2 weeks of learning in the whole year.

85-91% **IMPROVEMENT NEEDED**

If they are in the **grey group** they could be missing at least 4 weeks of learning in the school year.

Less than 85% **PERSISTENT ABSENCE PUPIL**

If they are in the **red group** they are now a 'persistent absence pupil' and are missing more than 6 weeks of learning in the school year. They will be referred to the Education Welfare Worker.



KEY AMENDMENTS TO STAFFORDSHIRE COUNTY COUNCIL'S CODE OF CONDUCT RELATING TO THE USE OF PENALTY NOTICES REGARDING SCHOOL ATTENDANCE

Last year the Government introduced changes to the law regarding parents taking children out of school during term time. Staffordshire County Council has recently amended its Code of Conduct relating to the use of Penalty Notices to ensure the promotion of the highest standards for attendance.

The main amendments relating to 'leave of absence' are as follows.

- There is no longer a requirement for attendance to be below 87% before a Penalty Notice can be issued
- Parents can now be issued with more than one Penalty Notice per academic year
- There must be 10 sessions of unauthorised absence in the previous rolling calendar year only 2 of which need to be for leave of absence.

The amendment relating to persistent absence is that:

- Parents will now only receive one warning notice period for improvement per academic year. If attendance deteriorates again no further formal warning will be given and the Local Authority can automatically consider other statutory actions.