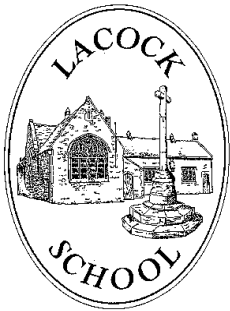


# Lacock CE (VC) Primary School



## Attendance Policy

<b>Status</b>	<b>Adopted</b>	
<b>Date adopted by governing body:</b>	January 2023	
<b>Review Date:</b>	January 2024	
<b>Revision History:</b>		<b>Date</b>

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

## Statement of intent

Lacock Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:
  - “The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –  
  
(a) to age, ability and aptitude, and  
(b) to any special educational needs he/she may have  
Either by regular attendance at school or otherwise.”
- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

## Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2015) ‘Child performance and activities licensing legislation in England’
- DfE (2021) ‘Keeping children safe in education (2022)’
- DfE (2016) ‘Children missing education’
- DfE (2022) Working Together to Improve School Attendance 2022

This policy will be implemented in conjunction with the following school policies:

- Complaints Procedures Policy
- School Behaviour Policy
- Children Missing In Education Policy
- Pupils with Additional Health Needs Attendance Policy

## **Roles and responsibilities**

In May 2022 the DfE published new guidance “**Working together to improve school attendance: Guidance for maintained schools, academies, independent schools and local authorities**”.

The guidance is clear that improving attendance is everybody’s business.

### **The governing board has overall responsibility for:**

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school’s Complaints Procedures Policy.
- Having regard to ‘Keeping children safe in education’ when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing in Education Policy in place and that this is regularly reviewed and updated.

### **The headteacher is responsible for:**

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school’s attendance expectations and procedures
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

### **Staff are responsible for:**

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.
- Recording on SIMs any messages from parents regarding attendance
- Ensuring that new parents receive information about attendance during their introductory meeting and in their transition pack.

The attendance officers are responsible for informing the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

**Pupils are responsible for:**

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

**Parents are responsible for:**

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change. Promoting good attendance with their children.
- Ensuring that their children attend school every day.
- Signing a home school agreement at the beginning of each school year, to record that they agree to keep their child's attendance at, or above, 96% throughout the year.

**Definitions**

For the purposes of this policy, the school defines:

Absence as:

- Arrival at school after the register has closed.
- Not attending school for any reason.

An **authorised absence** as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

An **unauthorised absence** as:

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.
- Persistent nonspecific illness e.g poorly or unwell
- Absence of sibling if a child is ill – unless directed to self-isolate as a result of the siblings illness.
- Oversleeping
- Confusion over school dates
- Celebration for a child's or family birthday

**Travel for Reasons of Work:**

If families are needing to travel for work purposes, they must inform the school prior to departure of when they intend to leave and supply a return date at the same time. If children fail to return by the agreed date and no contact has been made with the school, children may be taken off role and contact details passed to the local authority.

### **Persistent absenteeism as:**

- Missing 10% or more of schooling across the year for any reason.

### **Training of staff**

- The school will recognise that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.
- Teachers and support staff will receive training on this policy as part of their induction.
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Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed

- Teachers and support staff will receive regular and ongoing training as part of their development.

### **Pupil expectations**

Pupils are expected to attend school every day and will sign an agreement at the beginning of each school year, to agree to keep their attendance at, or above, 96 percent throughout the year.

### **Pupils at risk of persistent absence (PA)**

The school will ensure it provides support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

The SLT will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.
  -

The governing board will engage in attendance panels to reinforce messages and outline relevance in terms of training and employment.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g., social services, to support the pupil in line with the school's duty of care.

Where a pupil becomes at risk of PA, the school will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.

- Meet with pupils to discuss absence, patterns, barriers and problems.
  - Establish plans to remove barriers and provide additional support.
  - Make regular contact with families to discuss progress.
  - Consider what support for re-engagement might be needed, including for vulnerable groups.
- The school attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups, including:

- Children in need
- LAC
- Pupils who are eligible for FSM
- Pupils learning EAL
- Pupils with SEND

### **Absence procedures**

- Parents will be required to contact the school office via telephone as soon as possible on the first day of their child's absence and there after daily until their child returns to school.
- Parents will be required to send a note in on the first day that their child returns to school with a signed explanation of why they were absent. This is required even if the parent has already contacted the school. If a child has been absent from school for 3 or more days due to illness, medical evidence maybe required for this to be authorised. This could be a doctor's note, an appointment card or evidence of prescribed medication.
- Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- A telephone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

In the case of PA, arrangements will be made for parents to speak one of the attendance officers. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 85%, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

A separate policy is available for CME 'Children Missing in Education' which follows Wiltshire guidance.

### **Parental involvement**

- The school will build respectful relationships with parents and families to ensure their trust and engagement.
- The school will communicate openly and honestly with pupils and their families about their expectations of school life, attendance and performance so that they understand what to expect and what is expected of them.
- The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services or traveller services

Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.

### **Attendance register**

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

**The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:**

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip

- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register. When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

### **Attendance officer**

If they are persistently absent, pupils will be referred to one of the attendance officers who will attempt to resolve the situation through a parent agreement.

If the situation cannot be resolved and attendance does not improve, the attendance officers have the power to issue sanctions such as prosecutions or penalty notices to parents.

The attendance officers will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence.

The attendance officers will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures.

### **Lateness**

**Lateness will be determined if a child has not arrived within 30 minutes of their class’ allocated start time. Start times will be confirmed with parents at the start of the year and will be recorded on the school website (8:45am)**

### **Term-time leave**

The school will require parents to observe the school holidays as prescribed.

The headteacher will be unable to authorise holidays during term-time.

The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.

The headteacher will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the headteacher.

Any requests for leave during term-time will be considered on an individual basis and the pupil’s previous attendance record will be taken into account.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil’s attendance record shows any unauthorised absence



- Where a pupil's authorised absence record is already above 10 percent for any reason  
If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

### **Leave during lunch times**

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher.

The headteacher will consider the request and will invite the parent in to the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises.

The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Our lunch time hours are 12:00pm - 1:00pm. Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office.

A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.

If a pupil is expected to be leaving the school premises, they are required to do so – pupils will go home as soon as they leave the site and will not loiter outside the premises.

If a pupil expected to leave no longer has reason to do so, e.g. a medical appointment is cancelled, they will inform a member of staff at the school office immediately.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns.

Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision.

- Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.
- Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

### **Missing children**

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school.

The following procedures will be taken in the event of a pupil going missing whilst at school:

The member of staff who has noticed the missing pupil will inform the headteacher / senior teacher immediately.

The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.

A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.

A systematic search of the school will be conducted.

Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.

The school will attempt to contact parents using the emergency contact numbers provided. If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.

The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing. If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.

When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher / governing body will carry out a full investigation and will draw a conclusion as to how the incident occurred.

Appropriate disciplinary procedures will be followed in accordance with the Behavioural Policy.

A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

### **Religious observances**

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.

Parents will be required to inform the school in advance if absences are required for days of religious observance.

### **Appointments**

Parents should book regular check-up appointments e.g dental, outside of school hours.

Where this is not possible, a note and appointment card will be sent to the school office.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.

Pupils will be expected to attend school before and after the appointment wherever possible. Please do not take a whole morning, afternoon or day off.

### **Modelling, sport and acting performances/activities**

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

The school will make additional arrangements for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence.

The above requirement will be met by ensuring a pupil receives an education:

For not less than six hours a week; and

- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school.

Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day.

The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96%.

Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

### **Young carers**

The school understands the difficulties that face young carers and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school.

The school will take a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

The school, in conjunction with relevant authorities, will implement support for pupils who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

### **Monitoring and review**

The school will monitor attendance and punctuality throughout the year.

The school's attendance target is 97 percent.

Details of the school's absence levels can be found on the school website.

Any changes made to this policy will be communicated to all relevant stakeholders.

## Attendance Monitoring Procedures

Lacock Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A termly report is sent to the SLT and attendance officer detailing weekly and annual attendance to date.
2. Attendance is monitored by the EdComm committee at regular intervals throughout the year.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.  
If a pupil's attendance falls below 97%, a letter (Letter A) is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached leaflet outlining how parents can work with the school and their child to improve attendance.  
If a pupil's attendance falls below 90%, a letter (Letter B) is sent home explaining that the pupil's attendance is now being monitored, and the attendance officer contacts the parents to discuss this.
5. The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, a letter (Letter C) is sent to parents stating they are required to attend a meeting in school with the classroom teacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.
6. After the two-week monitoring period, and if targets are met, a letter (Letter D) is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 97%.
7. If targets are not met, the classroom teacher makes a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. A four-week monitoring period is established and, if there are no improvements, a final written warning (Letter E) is issued to the parents if there is no improvement after an additional four weeks, a fixed-penalty notice is issued.