

Lynnfield Primary School
Attendance Policy

<u>Contents</u>	<u>Page</u>
1. Statement of intent	2
2. Legislative framework	2
3. Roles and responsibilities	2
4. Definitions	3
5. Absence procedures	3
6. Lateness	4
7. Term-time holiday/leave	4
8. Leave during lunchtime	5
9. Missing children	5
10. Religious observance	6
11. Appointments	6
12. Young carers	6
13. Policy review and monitoring	6

Lynnfield Primary School
Attendance Policy

1. Statement of Intent

Lynnfield 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.

Lynnfield Primary School is committed to:

- Following the framework set in section 7 of the Education Act 1996, which states that: “The parent/carer 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.

2. Legal framework

This policy has due regard to relevant legislation including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963

This policy also has regard to non-statutory DfE guidance including, but not limited to, the following:

- DfE (2016) ‘School attendance’
- DfE (2015) ‘Child performance and activities licensing legislation in England’

This policy is designed to be used in conjunction with other policies such as the following:

- Safeguarding Policy
- Children Missing from Education Policy
- Behaviour Policy

3. Roles and Responsibilities

- The governing body has overall responsibility for the implementation of the Attendance Policy and procedures of Lynnfield Primary School
- The governing body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The governing body has responsibility for handling complaints regarding this policy
- The Assistant Headteacher is responsible for the day-to-day implementation and management of the Attendance Policy and procedures of the school. The Assistant Headteacher works alongside the Parental Support Advisor (PSA) and Local Authority (LA) School Attendance Team.
- Staff, including teachers, support staff and volunteers are responsible for following the Attendance Policy and for ensuring pupils do so too. They are also responsible for ensuring the policy is implemented fairly and consistently.
- Staff, including teachers, support staff and volunteers are responsible for modelling good attendance behaviour and implementing the agreed policy.

Lynnfield Primary School
Attendance Policy

- Parents/carers are expected to take responsibility for the attendance of their child during term-time.
- Parents/carers are expected to promote good attendance behaviour and ensure that their child attends school every day.
- Parents/carers are responsible for providing accurate and up-to-date information for SIMS. This includes mobile phone numbers and change of address
- Parents/carers are responsible for informing school if their details change.
- Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

4. Definitions

For the purpose 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/carers 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.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

Persistent absenteeism (PA) as:

- Missing 15 % or more of schooling across the year **for any reason**.

5. Absence Procedures

Parents/Carers are required to contact the school as soon as possible on the first day of their child's absence.

Parents/Carers may call into school and report reasons for absence to the school office or PSA office where arrangements will be made to speak to the Assistant Headteacher or a member of staff if necessary.

A phone call will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school. If a child is a Looked After Child (LAC) or under social care (Early Help, Child In Need (CIN) or on a Child Protection Plan (CP)) a phone call will be made immediately to the designated social care professional working with that family if there is no answer from the family home or if an unsuccessful home visit has taken place.

In the case of persistent absence, arrangements will be made for parents/carers to speak to the Local Authority Attendance Officer.

We have a series of Attendance Goals called 'Waves'.

Wave 1: Children above 96% attendance

Children in this category receive a letter from school and a certificate of merit from school.

100% attendance also receive a certificate from the Local Authority and a prize from school.

Lynnfield Primary School
Attendance Policy

Wave 2: Children sitting between 93% and 95.9% attendance

Children in this category will be visited by Assistant Head and PSA offering support and practical advice to improve attendance.

Wave 3: Children sitting between 90% and 92.9% attendance

Children in this category will be visited by the Assistant Head/PSA and Local Authority School Attendance Team member.

Wave 4: Children below 90% attendance

If a pupil's attendance drops below 90% the attendance officer will be informed, and a formal meeting will be arranged with the parents/carers at the school.

If they are persistently absent, pupils will be referred to the attendance officer who will attempt to resolve the situation by agreement.

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

6. Lateness

Punctuality is of the utmost importance and lateness will not be tolerated.

The school day starts at **9:00am**. Pupils should be in their classroom at this time.

Registers are marked by **9:10am**. Pupils will receive a late mark if they are not in their classroom by this time.

The register closes at **9:30am**. Pupils will receive a mark of unauthorised absence if they do not attend school before this time.

After lunch, registers are marked by **1:00pm**. Pupils will receive a late mark if they are not in their classroom by this time.

The register closes at **1:05pm**. Pupils will receive a mark of absence if they are not present.

Pupils attending after the register closes will receive a mark to show that they are on site, but this will count as a late mark.

7. Term-time holiday/leave

At Lynnfield Primary School, our aim is to prepare pupils for their future lives and careers.

With this in mind, we require parents/carers to observe the school holidays as prescribed.

The Headteacher is unable to authorise holidays during term-time.

The Headteacher is only allowed to grant a leave of absence in **exceptional circumstances**.

Exceptional circumstances are the conditions required to grant additional absence periods so as to alleviate or mitigate, unforeseen or unconventional hardship.

Examples of any exceptional circumstances where leave may be granted during term time may include the following:

- If a parent/carer is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent/carer or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend a wedding or funeral of a close relative; if the Headteacher is satisfied that the circumstances are truly exceptional. Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the

Lynnfield Primary School
Attendance Policy

wedding during term time and there WILL be an onus on parents/carers to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Headteacher may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.

Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher agrees to consult with the governing body prior to any authorisation being given to the parent/carer. Evidence would be required in each case.

Applications will be made in advance and the Headteacher and Assistant 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.

If parents/carers take their child out of school during term-time without authorisation from the Headteacher, they may be subject to sanctions such as penalty fines.

8. Leave during lunchtimes (12:00-1:00pm)

Parents/Carers may be permitted to take their child away from the school premises to eat lunch at home with permission from the Headteacher – it is at the Headteacher's discretion as to whether a pupil will be allowed to leave the premises. The child must be brought back to school in time for afternoon registration

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 on or outside the premises.

9. Missing Children

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

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 immediately.
- The SLT and 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.

The following areas will be systematically searched:

- Classrooms
- Toilets
- The school grounds

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.

If the pupil has not been found after 10 minutes, then the parents/carers of the pupil will be notified.

If the parents/carers have had no contact from the pupil, then the police will be contacted.

The missing pupil's teacher will fill in a CPOMS report, describing all circumstances leading up to the pupil going missing.

If the missing pupil has an allocated social worker, is a LAC, or has any special educational needs and disabilities, 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.

Lynnfield Primary School
Attendance Policy

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

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

The Headteacher /SLT will carry out a full investigation, and will draw a conclusion as to how the incident occurred.

Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy. Policies and procedures will be reviewed in accordance with the outcome.

10. 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.

11. Appointments

As far as possible, parents/carers will attempt to book medical and dental appointments outside of school hours.

Where this is not possible, a note and appointment card will be taken by the parent/carer to the school office or PSA office.

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

Pupils will attend school before and after the appointment wherever possible.

12. Young Carers

The school understands the difficulties that face young carers.

The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

The school takes 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.

13. Policy review and monitoring

This policy will be reviewed annually by the Assistant Headteacher.

Review Date: September 2019

Reviewed by: S. Sharpe and L. Cairns

Approved by Governors:

Next Review Date: September 2020

Lynnfield Primary School
Attendance Policy