



# LONG SUTTON COUNTY PRIMARY SCHOOL ATTENDANCE POLICY

## Introduction

Long Sutton Primary School is committed to providing a full and rewarding education for all pupils. The school believes that all children benefit from the education that it provides and therefore from regular school attendance. To this end, the school will do as much as they can to maximise all possible attendance. Any problems/issues affecting attendance will be dealt with as quickly as possible and where appropriate support will be given to improve attendance.

The Government states that an attendance rate of less than 95% will have a detrimental effect on a child's education. It is therefore the school's aim that each of our pupils should have an attendance rate as high as possible; this being in excess of 95% each academic year unless there are exceptional circumstances, out of the child's control, that affect their attendance at school. If this is the case, the school will support the child and their family to ensure their attendance rate is as high as it can possible be.

## Our Aims

It is recognised that:

- as a school, we aim to ensure that all children achieve excellent attendance
- all pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations
- no pupils should be deprived of their opportunity to receive an education that meets their needs and personal development
- in the first instance, it is the responsibility of pupils and their parents/carers to ensure attendance at school as required by law
- excellent attendance will be recognised and rewarded with a comprehensive award programme throughout the school year
- situations beyond the control of children and/or parents/carers may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these
- the vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

## Expectations

We expect the following from all our pupils:

- that they will attend school regularly – our target is at least 96%
- that they will arrive on time and be appropriately prepared for the day
- that they will tell a member of staff about any problem or reason that may prevent them from attending school

We expect the following from all our parents/carers:

- to ensure their children attend school regularly and punctually (8:50am)

- to ensure that they contact the school that if their child is to absent from school for any unavoidable reason, such as sickness, they contact the school as soon as possible, preferably before 9:00am on the first morning of absence, providing a reason for absence. This may be done by phone, letter or in person.
- to ensure that their children arrive in school well prepared for the school day
- to contact the school in confidence whenever any problem occurs that may affect their child's attendance or performance
- to attempt to make all medical and dental appointments during school holidays or after school hours where possible
- to understand that holidays in term time have a detrimental effect on a child's education and will avoid arranging family holidays in term time

Parents/carers and pupils can expect the following from our school:

- regular, efficient and accurate recording of attendance
- first day absence contact with parents/carers, including Nursery children, when a pupil fails to attend school without providing good reason
- first day absence contact with parents/carers from a Senior Leader where attendance is causing a concern or the child is Persistently Absent.
- third day absence contact with parents/carers to gain an update on the child's absence
- where attendance falls below 90%, tailored intervention/support strategies will be implemented
- a telephone call home to inform you that your child's attendance has dropped below 92% or is in danger of dropping below this
- a telephone call home to inform you that your child has received two late sessions (code L) in a week
- immediate and confidential action on any problem notified to us (Confidential means that the member of staff notified will treat the disclosure of information sensitively and only inform the necessary staff)
- recognition for excellent / improving attendance
- termly (or half-termly where appropriate) written reports for parents/carers (for split families copies will be sent to all those who have parental responsibility)
- attendance will be discussed with all parents at parents consultations
- it is government policy not to authorise holidays during term time; holidays will only be authorised in exceptional circumstances
- a quality education

The Headteacher will make termly reports to the school's governing body on the issues of attendance and punctuality. Senior Leaders with responsibility for Attendance will also attend meetings, where appropriate, to formally report on attendance.

## **School Procedures for Managing Attendance**

### Punctuality

- Parents/carers have a legal duty to ensure that their child attends school punctually. Lateness to registration (after 8:50am) is indicated by **code L** in the register. If a child fails to arrive in school after registers close (after 9:30am), this is indicated by **code U** and is an unauthorised mark for that session. This may mean that parents/carers could face the possibility of a referral being made to the Children's Services Inclusion and Attendance Team for legal proceedings to be considered if the problem persists. Punctuality is a requirement of the Education Act and legal proceedings may be taken to ensure that this is complied with.

- The school gate will be closed promptly at 8:50. Any child late needs to be accompanied by their parent to the school office where they will be signed in.
- If a child fails to attend punctually on three or more occasions, during each half term, parents/carers will receive a letter informing them of the need for their child's punctuality to improve followed by a phone call from Senior Leaders.
- In the event that punctuality does not improve, parents/carers will receive a further letter requesting that they attend a meeting in school to discuss the matter and to offer support as necessary.
- Failure to improve punctuality could lead to further action being taken with the school issuing a fixed penalty warning and/or notice.

### Illness

- At the start of each new school year, parents will be informed of the NHS guidance explaining when their child should be fit to return to school following illness (Appendix 1)
- Where illnesses continues for longer than five days, there will be a meeting of senior leaders to discuss next steps e.g. requesting medical evidence for the absence.
- Failure to contact school during the absence will result in a Safe and Well visit from Senior Leaders/Pastoral Staff or referral to the Police or Children's Services
- Where children have high level of regular absence (including illness) which causes the school serious concern, a letter will be sent to parents/carers informing them that the Headteacher will no longer authorise any absence for medical reasons unless supported by medical evidence.

### Medical Appointments

- Medical appointments during school hours will not be authorised unless an appointment card, hospital letter or text from the GP/Hospital/Dentist is forwarded to school. Providing these retrospectively is acceptable. Absence will only be authorised for the duration of the appointment plus any reasonable travel time.

### Holidays

- Holidays during term time are actively discouraged. Due to the link between attendance and attainment, the government has put a priority on reducing all forms of absence.
- The Education (Pupil Registration) Regulations 2006 which came into force from 1<sup>st</sup> September 2013 remove references to 'holiday' from school and 'extended leave of absence' as well as the statutory threshold of ten school days (ie the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence).
- As a result, a request for leave of absence **will not** be granted for the purpose of a holiday unless deemed exceptional **circumstances**.
- Exceptional circumstances include
  - Service personnel and other employees who are prevented from taking holidays during term time
  - When a family needs to spend time together to support each other during or after a crisis
  - Parents who are subject to a strict and un-negotiable holiday rota
- If parents/carers wish to seek approval for any request of absence from school for their child, then they must apply in writing to the Headteacher, at least TWO weeks in advance of the period of absence. They should only then remove their child if the absence has been authorised, and once they have been notified in writing.
- Any exceptional circumstances must be clearly set out in the written request to the Headteacher who will consider each case. Guidance from central government states that leave applied for

because parents cannot afford the holiday at any other time will not be classed as exceptional circumstance.

- If parents/carers then choose to take their child out of school during term time and it is not deemed to be exceptional circumstances, and/or has not been approved by the school, then this will be coded as an unauthorised absence. An application to Lincolnshire County Council may then be made for a Fixed Penalty Notice to be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against them.

### Fixed Penalty Notices

- A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:
- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education by regular attendance at school
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.
- Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.
- Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice for £60.00 or £120.00.

### **Register Codes**

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the school Census system. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

- ✓ Registration Code / \: Present in school / = am \ = pm
- ✓ Code L: Late arrival before the register has closed
- ✓ Code U: A pupil arriving in school after the register has closed
- ✓ Code B: Present at an Off-site educational activity
- ✓ Code D: Dual Registered - at another educational establishment
- ✓ Code J: At an interview with prospective employers, or another educational establishment
- ✓ Code P: Participating in a supervised sporting activity
- ✓ Code V: Educational visit or trip
- ✓ Code W: Work experience
- ✓ Code C: Leave of absence authorised by the school
- ✓ Code E: Excluded but no alternative provision made
- ✓ Code H: Holiday authorised by the school
- ✓ Code I: Illness (not medical or dental appointments)
- ✓ Code M: Medical or dental appointments
- ✓ Code R: Religious observance
- ✓ Code S: Study leave

- ✓ Code T: Gypsy, Roma and Traveller absence
- ✓ Code G: Holiday not authorised by the school or in excess of the period determined by the Headteacher.
- ✓ Code N: Reason for absence not yet provided
- ✓ Code O: Absent from school without authorisation
- ✓ Code X: Not required to be in school
- ✓ Code Y: Unable to attend due to exceptional circumstances
- ✓ Code Z: Pupil not on admission register
- ✓ Code #: Planned whole or partial school closure

### **Encouraging Attendance through Good Practice**

Attendance will be encouraged in the following ways:

- Accurate completion of the registers at the beginning of each morning and afternoon
- Attendance checks being completed at appropriate times (weekly for targeted pupils, ½ termly for all pupils)
- Recording of attendance on individual reports
- Sending parents/carers regular absence figures as appropriate
- The efficient use of a computerised registration system (RM Integrus) to provide valuable year group, class, individual, vulnerable groups attendance data which can assist speedy analysis and timely response by the school
- Establishing a mechanism and offering support to those parents/carers who are concerned that their child may be experiencing difficulty in school
- Identifying (Early Help Assessment) and taking a team approach (TAC) towards supporting children and families who have attendance problems
- The benefits of good attendance promoted by Senior Leaders in school assemblies with weekly class attendance statistics shared with the children and added to the school attendance display
- A central attendance display and in other high profile places around school will highlight the importance of good attendance
- Attendance figures will be written on each classroom door on a weekly basis

### **Encouraging Attendance through Rewards**

- An attendance trophy will be presented to the class with the best attendance and best punctuality each week in KS2 during Monday's assembly
- An attendance ted will be presented to the class with the best attendance and best punctuality each week in EYFS/KS1 during Monday's assembly
- The school will also host an 'Early Bird Week' once every half term to promote the importance of punctuality. At the end of the week, children who have been punctual for the full week will be entered into a prize draw to win a £10 giftcard. There will be a draw for each key stage.
- At the end of each half term, the class with the best attendance in EYFS/KS1 and KS2 for that half term will be given a class treat, which may consist of a class non-uniform day, movie and popcorn afternoon or class visit to Long Sutton Park.
- At the end of each term, children who have 100% attendance will be rewarded with a certificate, sticker and school fridge magnet.
- At the end of each term, children who have 96+% attendance will be rewarded with a certificate and sticker. The children will also be entered into a raffle to win a £10 gift card for EYFS / KS1 / KS2. (M codes will be removed from this for children with diagnosed medical conditions or repeated pediatric appointments)

- At the end of each term, the child who has the most improved attendance (from the previous year) will receive a £10 gift card.

## **Responding to Non-Attendance**

When a child does not attend, the school needs to respond effectively.

- If a note or telephone call is not received from parents, the parents will be contacted on the first day of absence by telephone. First day absence phone calls will be made by 9:30am in usual circumstances.
- Where there is no response by 10:30am, there will be a visit from a member of the school staff to complete a Safe and Well Check.
- Staff are to raise any concerns they have about a child's attendance with the AHT (T&L) in the first instance. The AHT (T&L) is to be informed of any absence which: -
  - ✓ appears irregular;
  - ✓ shows regular patterns e.g. repeated absence on the same day/s of each week;
  - ✓ is unexplained or unauthorised.
- This may be referred to the Headteacher or Designated Safeguarding Lead.
- Attendance will be monitored by the school. If a pupil's attendance falls below 90% for any reason (including illness or holidays), they will be classed as Persistent Absentees (PA). A letter will be sent to parents/carers to make them aware of this.
- If attendance does not improve, they will be invited to attend an Attendance Conference. This meeting will include Senior Leaders, parent/carer and if appropriate the child, and will aim to identify and solve any problems that are preventing the pupil from attending school. Parent/carers are obliged to attend.
- The case will continue to be monitored and if there is no improvement, a fixed penalty warning letter will be issued. Failure to improve attendance will result in a fixed penalty notice from the Local Authority under Section 444(b) of the Education Act 1996.
- Since 31<sup>st</sup> October 2017, schools are expected to notify the Local Authority of all children missing education (CME) and pupils not attending regularly (PNAR).
- CME relates to pupils who are on the school roll but have not been attending and the school does not know the reason why. In Lincolnshire, all state schools must do a home visit to establish if the family are living at the known address within 5 working days. Once a visit has been undertaken:
  - ✓ If the family is living at the address then it is not a case of a child missing education but a pupil not attending school. Please follow the school's policy on attendance.
  - ✓ If the family is not living at the address please follow the procedure for Reporting a Child Missing Education.

## **Reintegration**

- The return to school for a student after a long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme.
- Designated staff should be responsible for deciding on the programme for return and for the management of that programme.
- All staff should be aware that this can be a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible
- Programmes may need to be tailored to meet individual needs and may involve phased, part-time re-entry with support in lessons as appropriate. Support from the SEND Team may be required.
- Staff will be notified of the return of long-term absentees in advance of their return.

- The support of the Pastoral Support Programme will require the involvement of appropriate staff, other agencies, the pupil them self and their parent/carer. Such programmes should be amended as necessary.

## **School Organisation**

In order for the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education. In addition, there will be specific responsibilities allocated to individual staff such as the following:

### Headteacher:

- To oversee and demonstrate ownership of the whole policy.
- To regularly report progress on attendance to governors, pupils and parents.
- To set challenging but achievable targets to reduce levels of absence.
- To award excellent attendance.
- To oversee the work of administrative staff

### Assistant Headteacher (Teaching and Learning):

- To liaise, when necessary, the Lincolnshire Inclusion and Attendance Service
- To work with families to improve attendance and punctuality
- To track whole school attendance and absence data, comparison and summary reports.
- To track the attendance of pupils who fall below 90% and 95%.
- To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
- To inform the Headteacher of any concerning cases regarding absence/poor attendance.
- To organise/complete home visits where necessary.

### Assistant Headteacher (Pastoral):

- To work with families to improve attendance and punctuality
- To liaise with other agencies to improve attendance.
- To devise action plans and work with families to improve attendance.
- To organise/ complete home visits where necessary.

### Class Teacher:

- To complete registers accurately and promptly at the start of each session
- To notify the AHT (T&L) of suspicious or inappropriate reasons for absence.
- To inform AHT (T&L/Pastoral) staff of concerns in a timely manner.
- To inform Safeguarding Lead of any situation causing concern above and beyond normal expectations.

### Office Staff:

- To follow-up immediately any unexplained absence by contacting parents
- To record all reasons for absence clearly in the register
- To collate weekly attendance of targeted pupils
- To collate termly attendance of all pupils
- Maintain the central reporting of attendance on Integris
- To maintain a late book
- To identify children and classes for good attendance awards

- Inform Lincolnshire County Council of a Child Missing Education (CME) in the event a child being absent for 5 days and no contact being made with parents/carers
- Notify Lincolnshire County Council when a child has missed 10 consecutive days of unauthorised education via the PNAR.

#### Parents/Carers:

- Contact school on each day of absence
- Provide notification or proof of absence as required
- Support their child in achieving maximum attendance
- Attend any meetings as requested

#### Governors:

- Request regular attendance progress reports for Governors' Meetings.
- Ensure school attendance policies and procedures are adhered to.

#### **Liasing with External Agencies:**

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

Poor school attendance may be a symptom of a wide range of institutional, community, family or individual circumstances. Many of these circumstances will demand expert support beyond the remit of the school. It is therefore vital that strong partnerships are established with all agencies that work with children and young people.

Other Agencies to be used where appropriate in individual cases.

- Educational Behavioural and Support Services
- Educational Psychologists
- Special Educational Needs Service
- Social Services
- Local police
- Early Help Workers
- School Nursing Team
- Lincolnshire County Council Ethnic Minority and Traveller Education Team
- Lincolnshire County Council Inclusion and Attendance Team

This policy will be reviewed bi-annually and any alterations that come from this review will be discussed and ratified by the full Governing Body.

Written – July 2019

Review – July 2021

Paul Singleton

Assistant Headteacher





## ATTENDANCE SYSTEMS 2019-20

### Daily

Task	Person
First day calling for absent children before 9:30 (Nursery – Y6)	ML
First day calling for Persistent Absent children before 9:30 (Rec – Y6)	BL
Coding late children before 9:30 (L) on Integris	ML
Coding late children after 9:30 (U) on Integris	ML
Entering full reason for absence on Integris	ML
Ensuring registers are accurate and correctly coded	ML
Emailing BL/PS/CC where there has been no response from parents/carers to a child's absence by 10:30	ML
Senior Leaders/Pastoral/Administrative staff to undertake paired 'Safe and Well' checks	BL/PS/CC
Third day calling to parents/carers to gain an update on child's illness and potential return to school	ML
Requesting evidence for medical appointments from parents/carers to authorise absence	ML
Holiday request forms to BL to authorise	ML
Holiday requests to authorise or not	BL

### Weekly

Task	Person
Senior Leaders to meet to discuss any child who has been absent for more than 5 days to discuss next steps	BL/PS/CC
Weekly monitoring of PA children emailed to PS by Friday afternoon	ML
Analysis of PA children's absence and next steps	PS
Update of PA children's absence to HT and Designated Safeguarding Lead	PS
Identification of children whose attendance is falling to 92% and below	PS
Phone call home to children whose attendance is falling to 92% and below	BL
Weekly class percentage totals emailed to BL, PS and Class Teachers by 3:30 on Friday	ML
Identification of class with best punctuality in EYFS/KS1 and KS2	ML
Weekly attendance percentages and best class punctuality announced in assembly with trophies/ted given out	BL
Whole school attendance display updated in hall	PS
Class attendance totals updated on class doors	CTs
Holiday request letters sent and filed	ML

### Half Termly

Task	Person
Analysis of all children's attendance	PS
Letters for children who are Persistently Absent / Punctuality issues	PS
Letters posted to parents / filed in school records	ML
Attendance Conference invites organised as necessary	PS
FPN paperwork organised as necessary	PS
Identification of class with best attendance for that half term in EYFS/KS1 & KS2 (to be completed on the last Monday of each half term)	ML
Half termly class percentages and class winners announced in assembly	BL
Class treat organised for winning class (sometime during the final week)	PS
Regular updates on attendance in school newsletter	BL/PS/ML

### Half Termly cont'd

<b>Task</b>	<b>Person</b>
Regular updates on attendance in governors meeting	BL/PS
Letters out to parents about 'Early Bird Week'	PS/ML/KM
Early Bird Week raffle held in assembly	BL
Gift cards ordered	KM

### Termly

<b>Task</b>	<b>Person</b>
Attendance reports sent out to parents with termly attendance letter	ML
Analysis of all children's attendance	PS
Letters for children who are Persistently Absent / Punctuality issues	PS
Letters posted to parents / filed in school records	ML
Attendance Conference invites organised as necessary	PS
FPN paperwork organised as necessary	PS
Identification of class with best attendance for that half term in EYFS/KS1 & KS2 (to be completed on the last Monday of each half term)	ML
Class treat organised for winning class (sometime during the final week)	PS
Half termly class percentages and class winners announced in assembly	BL
Termly 96+ certificates and stickers announced in assembly. Raffle for 96%+ held in termly assembly	BL
Children with 100% attendance certificates and prizes organised	PS
Children with 96+ attendance certificates and prizes organised	PS
Children with most improved attendance prize organised	PS
Attendance discussed with parents/carers at parents consultations	CTs



## PUPIL LEAVE OF ABSENCE APPLICATION FORM

This form must be completed and forwarded to the school at least two weeks **before** the period of absence requested. Leave will NOT be granted unless there are **exceptional circumstances**. You will be notified once the Headteacher has reviewed the application for leave of absence.

Child's Name:	Year Group / Class	
Home Address:		
Post Code:	Preferred contact details:	
Please state your reason for your request and any additional information		
Date from:	Date to:	Total No of School days:
Signature of Parent/Carer		Date:

The Headteacher will consider the following criteria on receipt of this application:

- ✓ Your child's current and previous attendance;
- ✓ The time of the year (permission **will not** be granted during Statutory Testing periods);
- ✓ Service personnel and other employees who are prevented from taking holidays during term time
- ✓ When a family needs to spend time together to support each other during or after a crisis
- ✓ Parents who are subject to a strict and un-negotiable holiday rota

**OFFICE USE ONLY:**

Date Received:	Current Authorised Absence	Current Unauthorised Absence	Integris Report attached
	%	%	YES/NO

Your request for leave of absence **has not** been authorised and if the above leave is taken, it will be recorded as unauthorised absence. An application to Lincolnshire County Council may then be made for a Fixed Penalty Notice to be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

Your request for leave of absence has been authorised.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# When should my child return to school?



<b>Chicken Pox</b>	<b>Conjunctivitis</b>	<b>Diarrhoea &amp; Vomiting</b>	<b>Glandular Fever</b>	<b>Hand, foot &amp; mouth</b>	<b>Impetigo</b>
When all spots have crusted over	None*	48 hours from last episode	None*	None*	When lesions are crusted & healed or 48 Hours after commencing antibiotics
<b>Measles or German Measles</b>	<b>Mumps</b>	<b>Scabies</b>	<b>Scarlet Fever</b>	<b>Slapped Cheek</b>	<b>Whooping Cough</b>
4 days from onset of rash	5 days from onset of swelling	After first treatment	24 hours after commencing antibiotics	None*	48 Hours after commencing antibiotics
	<b>Flu</b>	<b>Head Lice</b>	<b>Threadworms</b>	<b>Tonsillitis</b>	
	Until recovered	None*	None*	None*	

This information is based on the [Public Health Agency guide - full copy here](#)

\*No need to stay off but school or nursery should be informed.



# PERSISTENT ABSENT FLOW CHART

