



Lote Tree Primary Attendance Policy

Lote Tree Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We will endeavor to provide an environment where all pupils feel valued and welcome. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. If a child is registered at a school, parents and carers have a duty under the Education Act 1996 to ensure that their child attends regularly and is punctual.

Each term the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and local LA attendance targets¹.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

How do we monitor attendance

At Lote Tree Primary we analyse whole school attendance half termly

Pupils falling below 96% will be sent a letter (Appendix A)

Pupils falling below 92% will be placed on the 'attendance monitoring list' (Appendix B)

A phone call will be made and a meeting arranged to discuss attendance targets and an action plan completed (Appendix C)

We discuss low attendance with our EHAC termly to action further support or initiate a CAF

School Procedures

Doors open at 8.35am. Registration period is between 8.35am and 8.45am. Pupils are encouraged to be in school before 8.45 am. Registration is completed at 9.00am prompt.

Punctuality

The school has a clear policy on punctuality. Parents/carers and pupils are constantly reminded and encouraged to be punctual. Half termly newsletters are published with the punctual pupil's names and certificates are given to those with 100% punctuality. During our Annual Celebration Assembly in July, custom made medals are awarded to our most punctual pupils and their parents congratulated for their accomplishment.

Morning registration will take place at 9.00am promptly. Any pupil arriving after this time will be marked as late. This is **recorded in the red folder marked absences and late log** located in the **priority zone next to the admin computer in the office** (appendices D and E). Registers close at 9.30am. Pupils arriving after this time will be marked as having an un-authorized absence.

In cases where pupils are attending an early morning medical appointment, the school must be informed in advance and a medical mark will be placed upon the register. Where possible, appointments should be arranged out of school hours. This will be logged in the **red folder marked absences and late log**. **If a pupil is taken out of school then this must be logged and signed by parents** (appendix F)

Afternoon register for Reception is 12.45pm

Afternoon register for Years 1-6 is 1.40pm

Persistent lateness (more than 5 sessions in any given half term period), will be issued with a letter (appendix P1) inviting a meeting with a member of senior staff. An assessment will be made and a plan (appendix P2) will be agreed upon by parents/carers and school. A punctuality target will be set and monitoring will take place weekly to encourage an improvement.

Attendance

The law states that all children of school age who are registered at a school, must attend regularly. Parents or carers should advise the school by **9.30am each day of absence**; the reason and an expected date of return. The reason for absence is logged in the absence folder.

A message can be left on the answer phone. If a child is absent without explanation, parents or carers will be contacted by the school to ascertain the reason for the absence before 10.00am.

The law requires that all schools must show the difference between authorised and unauthorised absences. Absence can only be authorised by the school and cannot be authorised by parents or carers.

All absences will be treated as unauthorised unless a satisfactory explanation for the child's absence has been received.

Absence will be categorised as follows:

Illness: In most cases a telephone call or a note from the parent or carer informing the school that their child is ill will be acceptable. However, parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually take the form of an appointment card, prescription etc.

Medical/Dental Appointments: Parents and carers are advised where possible to make medical and dental appointments outside the school day. Where this is not possible, pupils should attend school for part of the day. The appointment card must be seen by the school.

If necessary, the school will make contact with the GP to confirm/ascertain persistent absence through chronic or repeated illness.

Other Authorised Circumstances: This is related to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement.

Persistent Absence

Research shows that there is a clear link between poor attendance at school and lower academic achievement.

Each half term parents and carers of children with less than 92% attendance will receive a letter from the school, informing them of detrimental effect absence can have on their child's progress.

They will be asked to have an **attendance monitoring meeting** with senior staff, where a plan for improvement and strategies are discussed and Parents and carers are encouraged to improve the level before the end following half term.

Where attendance continues to be an issue, without a genuine medical reason, the assistance of the CAF coordinator (Fiona Wiggins) will be sought through the termly meetings, and parents/carers will be encouraged to engage with a CAF, helping to ensure that the needs of the child are met in respect of attendance.

Where parents or carers fail or refuse to engage with support offered and further unauthorised absence occurs, Lote Tree Primary will consider the use of legal sanctions. Section 444 of the Education Act 1996 states that if a parent or carer fails to ensure the regular attendance of their child in school, he or she is guilty of an offence.

A Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

Holidays in term time

The school is very reluctant for a child to miss any part of his/her education.

Term dates are published well in advance and parents/carers are encouraged to book trips during the designated school holidays.

The reference in law to Head Teachers being able (at their discretion) to agree up to 10 days of leave of absence has been removed. This means that holidays in term time will not be granted.

Under Government regulations, leave of absence can only be granted by the head teacher in the case of exceptional circumstances and is for a maximum of 10 days. The leave must be authorised before any tickets are booked and where possible, be at least 4 weeks before the beginning of the absence. The decision to authorise absence rests with the school and once the decision is made, it is final.

A holiday request form Appendix D must be filled in and handed back to the office, at which point the head will consider her decision.

A checklist must be completed by admin regarding holiday requests (appendix G)

When considering exceptional circumstances the Head Teacher will take into account:

Attendance - A child with any less than 96% attendance is unlikely to be granted extended authorised absence, regardless of the reasons for their prior absence.

Proximity to exam dates - No child in year 2 or 6 will be granted leave. If permission is granted, children must ensure they are up to date with their school work before they leave and in addition, it will be parents'/carers' responsibility to ensure that their son/daughter makes up any missed work in his/her own time upon return to school.

If permission is granted photocopies of airline or travel tickets will be required by the school office before travelling.

Should you decide to take your child out of school without the Headteacher's permission, the absence will be recorded as unauthorised and a Penalty Notice by the Education Welfare Service under S23 (1) of the Anti-Social Behavior Act 2003 and Sections 444A and 444B of the Education Act 1996 will be issued and may result in a fine of up to £120.

If a child does not return to school, they may be taken off the school roll.

Pupils missing for more than 10 days

For pupils missing for more than 10 days or without explanation refer to CME policy

Attendance Awards

Lote Tree Primary values excellent attendance. Pupils and parents/carers are actively encouraged to attend school regularly.

Each half term pupils receive a certificate for their attendance and their name appears in the newsletter. Pupils who have 99-100% attendance, are awarded with a custom made attendance medal.

Attendance is the Responsibility of Everyone

The parent pack outlines the expectations of the school

The contract requires parents/carers and pupils to understand their responsibilities

Working together to improve attendance document is also given to parents on induction