

# Lote Tree Primary Attendance Policy



"Regular school attendance has always been important. Without it the efforts of the best teachers and the best school will come to nothing. Education provides a means of advancement for all young people. Pupils need to attend regularly to take full advantage of the educational opportunities available to them in law. Irregular attendance undermines the educational process and leads to educational disadvantage. It places children at risk and, in some cases, it can result in pupils being drawn into patterns of anti-social or criminal behaviour." (DfE)

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.

At Lote Tree 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.
- Statistics show a direct link between under-achievement and poor attendance.
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders settle into secondary school more easily

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 targets<sup>1</sup>.

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 we analyse whole school attendance daily, weekly and half termly.

Attendance is categorized into 4 bands as outlined in the 'Pupil Attendance Flowchart' (Appendix 1)

For Pupils falling between 89.9% - 80% will be categorized in RED. A letter will be sent out (appendix 2)

Pupils falling below 80% will be categorized in PURPLE. A letter will be sent out (appendix 3) the deputy DSL, pastoral leads and admin team do this daily and weekly to ensure that they are attending school

Pupils falling below 96% - 90% will be categorized into AMBER. A letter will be sent out (appendix 4)

Flow chart below outlines the procedures and support for each category.



Pupil Absence Procedure

Gold and Green	Amber	Red 1	Red 2
↓	↓	↓	↓
Ongoing Monitoring	Admin to record absence and reason for absence in absence file	Admin to record absence and reason for absence in absence file	SLT Pastoral Referral
↓	↓	↓	↓
Whole class drive Awards and incentives	Admin refer to class teacher On third day of absence, class teacher to call home and record on early help form	Refer to SLT on day 1 of absence Red 1 letter sent home	Red Letter 2 sent home SLT to follow up arrangement for meeting
↓	↓	↓	↓
Continue to ensure attendance above 96%	Admin to send Amber letter home	<ul style="list-style-type: none"> <li>Meeting to be arranged immediately with parent/carers</li> <li>Parental support meeting to be held with pastoral lead</li> <li>Target setting and support action plan for attendance</li> </ul>	<ul style="list-style-type: none"> <li>Parent and child meeting</li> <li>Action plan review and implemented</li> <li>Fortnightly review meetings</li> <li>External involvement with EHAC</li> </ul>
<ul style="list-style-type: none"> <li>Admin review absences</li> <li>Record in absence file</li> <li>Refer to class teacher</li> </ul>	↓	↓	↓
Class teacher discuss with pupil and parent	Parents can access telephone support with Pastoral Lead	<ul style="list-style-type: none"> <li>Weekly tracking of student and absence by Admin</li> <li>Referral to Early Help</li> <li>Pupil discussed in pastoral meetings weekly</li> <li>Further support to be discussed</li> <li>Consider courses/workshops for parents</li> <li>Penalty notice to be considered</li> </ul>	<ul style="list-style-type: none"> <li>No Improvement</li> <li>Consider external attendance intervention</li> <li>Consider penalty notice/prosecution</li> </ul>
↓	↓	↓	↓
Class teacher celebrate weekly attendance milestones with pupils	↓	↓	↓
Half termly celebrations with SLT	Half termly analysis by Attendance Lead	Half termly analysis by Attendance Lead If improved - no further action No improvement - escalate to Red 2	<ul style="list-style-type: none"> <li>Improvement</li> <li>No further action in this banding</li> <li>Consider alternate banding or no further action</li> </ul>

We discuss low attendance with our EHAC termly to action further support or initiate early help. Contact with the attendance and welfare services may be needed to ensure improvement.

### Attendance plans (Appendix 5)

Pupils will be placed on an attendance plan if their attendance falls into the red category due to persistent absence and no improvement is seen by the attendance lead.

Pupils on PURPLE will automatically be placed on an attendance plan or may be in receipt of further intervention and their attendance becomes part of an overall early help or safeguarding plan

### School Procedures

Doors open at 8.30am.

Registration period is between 8.30am and 8.40am.

Pupils are encouraged to be in school on time.

Registers close at 9.00am

### 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 registers are complete by 8.40am for Reception through to Year 6. Any pupil arriving after this time will be marked as late.

Morning registers close at 9.00am promptly. Any pupil arriving after this time will be marked as absent.

This is recorded in the gold folder marked absences and late log located in the priority zone next to the admin computer in the office. Registers close at 9.00am. 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

**Afternoon register for Reception 12.50pm**

**Afternoon register for Years 3 and 4 is 1pm**

**Afternoon register for Years 1,2,5,6 is 1pm**

Persistent lateness (more than 5 sessions in any given half term period), will be issued with a letter inviting a meeting with a member of senior staff. An assessment will be made and a plan 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 **9.15am 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. Attempts will be recorded in the gold folder marked absences and late log located in the priority zone next to the admin computer in the office

Should there be no response, a message will be sent to clarify a reason for absence.

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.

**Unauthorised Absence:** There are times when children are absent for reasons, which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting for a delivery
- Taking or collecting a relative to/from the airport
- Going for a family day out
- Sleeping in after a late night
- Going shopping or for a hair cut
- Because it is your child's birthday
- Term time holiday/Cheap flights/visiting family
- Family weddings
- Parent's or grandparent's illness

Where there is no explanation for an absence or where the explanation or reason for the absence is considered unsatisfactory absence will be recorded as 'unauthorised'.

The School Attendance Service may contact you where unauthorised absence continues to be a problem. **Unauthorised absence could result in a Fixed Penalty Fine or other legal action.**

### **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 96% attendance will be placed into an attendance band. This will result in procedures being implemented as a result of the banding, in line with the measures that must be taken by the school to improve attendance. Parents/carers will be made aware of detrimental effect absence can have on their child's progress.

They will be asked to have an **attendance monitoring meeting** with senior staff. Appendix 6

A plan for improvement are made and strategies are discussed.

Parents and carers are encouraged to improve attendance immediately and this will reflect before the end following half term.

Where attendance continues to be an issue, without a genuine medical reason, the assistance of the EHAC (Jupinder Kooner) will be sought through the termly meetings, and parents/carers will be encouraged to engage with Early Help, 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 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 Notification**

Notes/emails/phone calls received from parents explaining absence should be kept for the academic year.

If there are attendance concerns about the pupil and the pupil has been in RED 1 or RED 2, that may require further investigation, then the notes may need to be retained for a longer period.

### **Holidays in term time**

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 8a 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 8b)

**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 Behaviour 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 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

This Policy is to be used and read in conjunction with:

**Lote Tree Primary Working together to improve attendance - outlining roles and responsibilities for all**

**Appendix 1**

Gold and Green 100% - 96%	Amber 95.9% - 90%	Red 1 89.9% - 80%	Purple 79.9% and below
Ongoing Monitoring	Admin to record absence and reason for absence in absence file	Admin to record absence and reason for absence in absence file	SLT Pastoral Referral
Whole class drive	Admin refer to class teacher	Refer to SLT on day 1 of absence	Purple letter sent home
Awards and incentives	On third day of absence, class teacher to call home and record on early help form	Red 1 letter sent home	SLT to follow up arrangement for meeting
			↓
Continue to ensure attendance above 96%	Admin to send Amber letter home	<ul style="list-style-type: none"> <li>Meeting to be arranged immediately with parent/carers</li> <li>Parental support meeting to be held with pastoral lead</li> <li>Target setting and support action plan for attendance</li> </ul>	<ul style="list-style-type: none"> <li>Parent and child meeting</li> <li>Action plan review and implemented</li> <li>Fortnightly review meetings</li> <li>External involvement with EHAC</li> </ul>
<ul style="list-style-type: none"> <li>Admin review absences</li> <li>Record in absence file</li> <li>Refer to class teacher</li> </ul>			↓
Class teacher discuss with pupil and parent	Parents can access telephone support with Pastoral Lead Tutor will monitor and target pupil Tutor will work with pupil and family	<ul style="list-style-type: none"> <li>Weekly tracking of student and absence by Admin</li> <li>Referral to Early Help</li> <li>Pupil discussed in pastoral meetings weekly</li> <li>Further support to be discussed</li> <li>Consider courses/workshops for parents</li> <li>Penalty notice to be considered</li> </ul>	<p style="text-align: center;"><b>No Improvement</b></p> <ul style="list-style-type: none"> <li>Consider external attendance intervention</li> <li>Consider penalty notice/prosecution</li> </ul>
Class teacher celebrate weekly attendance milestones with pupils			↓

Half termly celebrations with SLT	Half termly analysis by Attendance Lead Continued period of Amber will escalate to RED procedures	Half termly analysis by Attendance Lead If improved - no further action No improvement - escalate to Purple	<p style="text-align: center;"><b>Improvement</b></p> No further action in this banding Consider alternate banding or no further action
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Appendix 1



<b>Amber</b> <b>95.9% - 90%</b>	<b>Red 1</b> <b>89.9% - 80%</b>	<b>Purple</b> <b>79.9% and below</b>
<b>95% Attendance Means...</b> <b>9½ missed school days</b> <b>Nearly 2 weeks of missed school</b> <b>19 school sessions</b>	<b>85% Attendance Means...</b> <b>28½ missed school days</b> <b>5½ missed school weeks</b> <b>57 sessions</b>	<b>A minimum of over 6 school weeks lost</b>
<b>What does that mean in lost learning?</b>	<b>What does that mean in lost learning?</b>	<b>What does that mean in lost learning?</b>
<b>10 Maths lessons</b> <b>10 Literacy lessons</b> <b>6 Science sessions</b> <b>And all of the other lost learning!</b>	<b>29 Maths lessons</b> <b>29 Literacy sessions</b> <b>Over a month of missed spelling, tables and learning</b>	<b>An incredible amount of lost learning</b> <b>Entire topics missed</b> <b>Large chunks of the curriculum</b> <b>Entire learning units missed and lost</b>
<b>90% absence is worse!</b> <b>19 missed days</b> <b>38 sessions</b> <b>Nearly 3½ school weeks missed</b>	<b>80% is far worse!</b> <b>38 days of lost learning</b> <b>76 missed sessions</b> <b>Nearly 7½ weeks of lost learning</b>	<b>Gaps develop in key knowledge</b> <b>Lost concepts</b> <b>Huge gaps develop and missed opportunities</b> <b>Progress suffers!</b>
<b>That's a lot of lessons lost lessons</b> 	<b>That's nearly a whole term of learning missed!</b> 	<b>Pupils' academic, emotional and social wellbeing is being lost!</b> 

## Appendix 2

Lote Tree Primary  
643 Foleshill Road  
Foleshill  
CV6 5JQ  
Telephone & Fax: (024) 7626 1803  
email: admin@lotetreeprimary.com  
website: http://lotetreeprimary.com



Registered Charity Number: 1126570

Date :

Re: **Persistent Absence**

Pupils Name:

Year:

Red
89.9% - 80% Or continued period on Amber

Dear Parent/Carer,

### Your Childs current attendance:

We are writing to you to follow up on your child's absence. Your child's attendance is currently very low. Whilst we understand there have been bouts of illness, it is imperative that you work with the school Pastoral Lead (Zubeda Khan) who will support you to work through an improvement plan.

Absences have a detrimental effect on your child's learning and we therefore need your commitment in supporting an immediate improvement for your child.

Your child is currently on Red (See box below for details). Our current attendance target range for all children is 96%-100% and unfortunately your child is not currently meeting this target. Therefore, we are sending you this letter to bring this to your attention, as any child with below 90% attendance is considered to be a "persistent absentee".

For persistent absentees we have plans in place to both support children and to improve their attendance. We are aware that your child may be absent from school due to illness, we will require a note from a medical professional to confirm this. We would like you to attend a meeting at school with Zubeda Khan. Please telephone 02476 261803 to arrange an appointment.

We look forward to hearing from you.

Was Salam

Mariam Ashique

Gold	Green	Amber	Red	Purple
100%	99% - 96%	90% - 95.9%	89.9% - 80% Or continued period on Amber	79.9% and below or continued period of Red
Respect Points	Respect Points	Letter 1 Phone calls	Letter 2	Early help

Awards	Certificates	Class teacher meeting	Meeting with	Meetings with
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**Appendix 3**

Lote Tree Primary  
 643 Foleshill Road  
 Foleshill  
 CV6 5JQ  
 Telephone & Fax: (024) 7626 1803  
 email: admin@lotetreeprimary.com  
 website: http://lotetreeprimary.com



Registered Charity Number: 1126570

Date :  
 Re: **Persistent Absence**  
 Pupils Name:  
 Year:

Purple
79.9% and below

Dear Parent/Carer,

**Your child's current attendance**

We are writing to you to follow up on your child's worsening absence. As discussed, your child's attendance is significantly below National standards. It is imperative that you work with the school Pastoral Lead and Deputy designated Safeguarding Lead (Zubeda Khan) who will support you to work through an improvement plan, to ensure that there is immediate improvement. Pupils who are having repeated bouts of illness will also need to demonstrate that medical help has been sought to improve your child's condition.

Absences have a detrimental effect on your child's learning and we therefore need your commitment in supporting an immediate improvement for your child.

Your child is currently on Purple (See box below for details). Our current attendance target range for all children is 96%-100% and unfortunately your child is falling far below this target. Therefore, we are sending you this letter to bring this to your attention, as any child with below 90% attendance is considered to be a "persistent absentee".

For persistent absentees we have plans in place to both support children and to improve their attendance. This will include an agreed action plan and fortnightly meetings until we see an improvement. Please telephone 02476 261803 to arrange an immediate appointment. Non engagement at this level will need the input from external agencies to prevent further absence and secure improvement.

We look forward to hearing from you.

Was Salam

Mariam Ashique

Gold	Green	Amber	Red	Purple
100%	99% - 96%	90% - 95.9%	89.9% - 80% or a continued period on Amber	79% or below or a continued period of Red

Respect Points  Awards	Respect Points  Certificates	Letter 1 Phone calls Tutor targeted support	Letter 2 Meeting with Pastoral Support Targeted Support	Early help Meetings with Pastoral Support Attendance Plan
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**Appendix 4**

Lote Tree Primary  
643 Foleshill Road  
Foleshill  
CV6 5JQ  
Telephone & Fax: (024) 7626 1803  
email: admin@lotetreeprimary.com  
website: http://lotetreeprimary.com



Registered Charity Number: 1126570

Re: **Persistent Absence**

Pupils Name:

Year:

Amber
90% - 95.9%

Dear Parent/Carer,

**Your child's current attendanc**

Our current attendance target range for all children is 96%-100% and unfortunately your child is not currently meeting this target. Therefore, we are sending out this letter to advise that if your child is **further absent** from school this could result in your child becoming within the **lowest standards of attendance**, see below the Red and Purple standards. This is an indication of persistent absenteeism.

We are bringing this to your attention because any child with below 90% attendance is considered by the Department for Education to be a "persistent absentee". For persistent absentees the school has plans in place to both support children and to improve their attendance.

We are aware that term time holidays and bouts of illness can be the cause of this, however, as a School we do not support term time holidays and holidays on all occasions should be booked outside of term time, excluding extenuating circumstances.

We would like to offer you an opportunity to improve your child's attendance with support from the school. Therefore, if you would like to take up this opportunity please telephone 02476261803 to arrange an appointment (face to face or over the telephone) with Zubeda Khan our pastoral Support and deputy Designated Safeguarding Officer. Please ensure that your child attends School every day.

We look forward to hearing from you.

Was Salam  
Mariam Ashique  
Head Teacher

Gold	Green	Amber	Red	Purple
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100%	99% - 96%	90% - 95.9%	89.9% - 80% or a continued period on Amber	79% or below or a continued period of Red
Respect Points Awards	Respect Points Certificates	Letter 1 Phone calls Tutor targeted support	Letter 2 Meeting with Pastoral Support Targeted Support	Early help Meetings with Pastoral Support Attendance Plan

## Appendix 5

### Attendance Plan

<b>Name</b>		<b>Year Group</b>	
<b>Staff Supporting</b>		<b>Family/Peer support</b>	
<b>Date plan was agreed</b>			
<b>Attendance History</b>			
<b>Current risk factors/Current barriers to attendance</b>			
<b>Targets</b>	<b>Milestone</b>	<b>Date milestone to be achieved</b>	

<b>Strategies to be implemented by school</b>		
<b>Details of strategy</b>	<b>Purpose of implementing strategy</b>	<b>Member of staff responsible</b>

<b>Expectation of the pupil</b>		
<b>Details of expectation</b>	<b>How this will be communicated to the pupil</b>	<b>Monitored by who and when?</b>

<b>Expectation of the family</b>		
<b>Details of expectation</b>	<b>How this will be communicated to the pupil's family</b>	<b>Monitored by who and when?</b>

<b>External Support</b>		
Details of agency/partner	Support being offered	Date of commencement

<b>Additional Information</b>	
Notes and updates	Date and signed

Appendix 6

Improving Attendance/Punctuality

Current attendance:		Previous attendance:		Target attendance:
Key Summary				
Possible Reasons		Action and strategies		Notes
Bedtime Routines Establishing good habits		Change in bedtime routines		
		Technology		
		Over stimulation at night		
		Clear boundaries		
Waking up late		Alarm clock/get up earlier/fun morning activities		
		Making changes to morning routine		
		Other siblings/school run		
Problems with breakfast		Discuss more favourable options		
		Extremes cases arrangements in school		
		School led breakfast workshop		
Anxiety		Establishing cause and management strategies		
		Parent/carer making time to discuss and talk to child		
		Allocating pastoral care at school for talk time		
Health Related		Visit GP		
		Doctors notes/copy of prescription		
Long term Health/Recurring		Medication in school		
		Trigger factors, seasonal		
		Provisions		
		Further medical intervention		
Planning family holidays		Alternate options		
School ready		Non-settling		

			Plan and routines	
	<b>Other</b>			

Appendix 7