



# Lawnside Lower School - Attendance Policy

May 2017 Date of Review May 2018

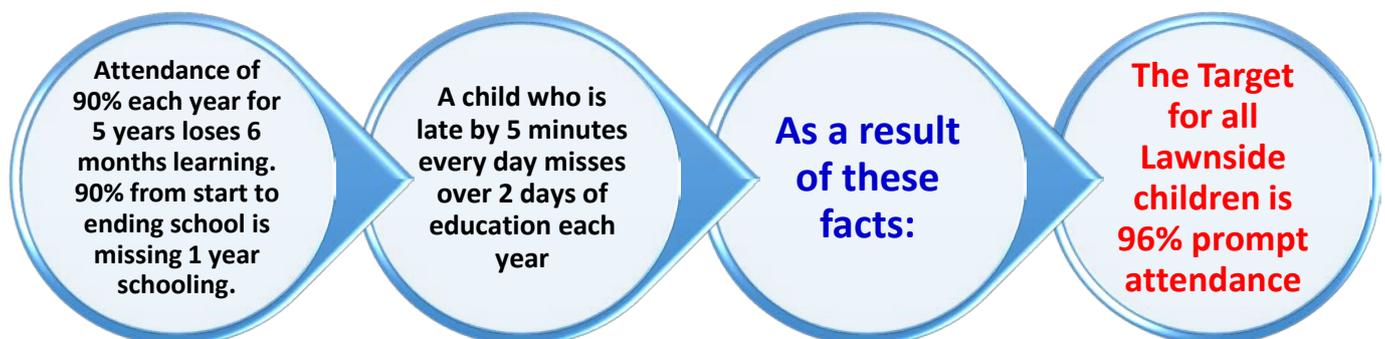
## Section 1: Rationale/statement of intent

All children need to attend school regularly and punctually if they are to take full advantage of the educational opportunities on offer and develop good working habits for future success. Every child should aim for 100% attendance. Regular attendance encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing on life skills. Lawnside Lower School works in partnership with parents and families to ensure that children arrive at school on time and have access to education for the maximum number of days and hours.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. See **appendix 1** for relevant Legislation.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with parent/carers other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent are proven to quickly fall behind in their learning. Children who are absent from school frequently miss key learning opportunities which will impact on their progress and ability to meet age related expectations. Poor attendance can also be an indicator for safeguarding concerns.



## Section 2: Operating the policy

### Promoting Good Attendance

The foundation for good attendance is a strong partnership between the school, parent/carers and the child. The Home School Agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance. To help us all to focus on this we will:

- provide information on all matters related to attendance in our regular school newsletter and on the school website
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- celebrate good attendance by rewarding individual and class achievements
- set attendance targets for the whole school and individual pupils and ensure that these are well publicised
- to involve parents, staff and pupils in raising attendance across the school

### Roles & Responsibilities

#### Headteacher

The Headteacher is responsible for:

- Overall monitoring of school attendance
- Tracking trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Working closely with the school Pastoral Support Worker to ensure families in need receive appropriate support
- Monitoring individual attendance where concerns have been raised
- Making referrals to the Attendance Officer
- Providing reports and background information to inform discussion with the school's Attendance
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Registering any child who is Missing in Education with the local Authority.

#### Classroom staff

Staff in the classroom are responsible for:

- Ensuring they complete registers accurately and in a timely way
- Promote and reward good attendance with children at all appropriate opportunities
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Informing the Pastoral Support Worker / School Office of first day absence of a child where there is a safeguarding concern
- Emphasising with their class the importance of good attendance and promptness
- Discussing attendance /late issues with parents where necessary following the school process.

#### Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.

- Taking and recording messages from parents regarding absence
- Ensuring the Absence/Late Book is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home early / late.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher.
- Monitoring patterns in attendance for key groups of children in the school
- Reporting first day absence to the Pastoral Support Worker for children where there is a safeguarding concern
- Sending out standard letters regarding attendance if required.

### **Parents/Carers**

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility (Section 7 Education Act 1996) and permitting absence from school that is not authorised by the school creates an offence in law.

A 'parent' is defined in Section 576 of the Education Act 1996 and is defined as follows;

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of what their relationship is)

### **Parents/Carers will:**

- Ensure that their child attends school regularly unless prevented from doing so by illness or attendance at a medical appointment.
- Ensure their child is on time and fully equipped for lessons
- Contact the school office on the first morning of absence by 10am.
- Inform the school in advance of any medical appointments in school time
- Make requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talk to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

## **Section 3**

### **3.1 Recording attendance**

Legally the register must be taken twice daily. Once at the beginning of the school day at 8:55am and again in the afternoon 1:15pm

### **3.2 Lateness/punctuality**

It is important to be on time at the start of the morning and afternoon sessions. The start of school is used to give out instructions or organise work. If your child is late they can miss time with their class teacher getting

vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

- The school day begins at 8:50am and all pupils are expected to be lined up on the playground at this time. Morning registration is at 8:55am and it closes at 9:10am.
- Parents are strongly encouraged to allow their children to enter the school with their class and to avoid entering the school building. Children may only enter via the front entrance by prior arrangement and are brought to classrooms by school staff.
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence and coded U in line with the Department of Education guidance. This mark shows them to be on site, but is legally recorded as an unauthorised absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence, coded M. Please be advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays.
- Punctuality at school is vital and registers should not be kept open for an extended period of time.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated absent lates (U code) are unauthorised absences and **may be subject to legal action** (see Section 6 for further detail). Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 12-week period, the school may ask Central Bedfordshire Council to issue parents with a Penalty Notice.

### **3.3 What to do if my child is absent?**

#### **First day absence**

A child not arriving at school where the parents haven't informed the school is considered a safeguarding matter. This is why information about the reason for any absence is always required. If your child is absent you must:

- contact us as soon as possible on the first day of absence. This should be by telephone to the school office on 01767 312313 or via email on the 'contact us' link on the school website
- send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us

- Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to share concerns, as necessary, with other agencies including both the Police and Children's Social Care. If one is available, the school may place a child who has not been collected at the appropriate time into the after-school club and provide the parent/carer with the bill.

#### **If your child is absent we will:**

- telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance
- invite you in to discuss the situation with the Head teacher or Attendance Officer if absences persist
- refer the matter to the Central Bedfordshire Council's Access and Inclusion Service if absence is unauthorised and doesn't meet school expectations

#### **Third day absence**

Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to consider implementing the child missing in education procedures as set down by Central Bedfordshire Council. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family.

#### **Ten days absence**

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the Child is Missing Education. Staff from the Access and Inclusion Service will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number and home address. There will be regular checks on telephone numbers throughout the year.

#### **Continued or ongoing absence**

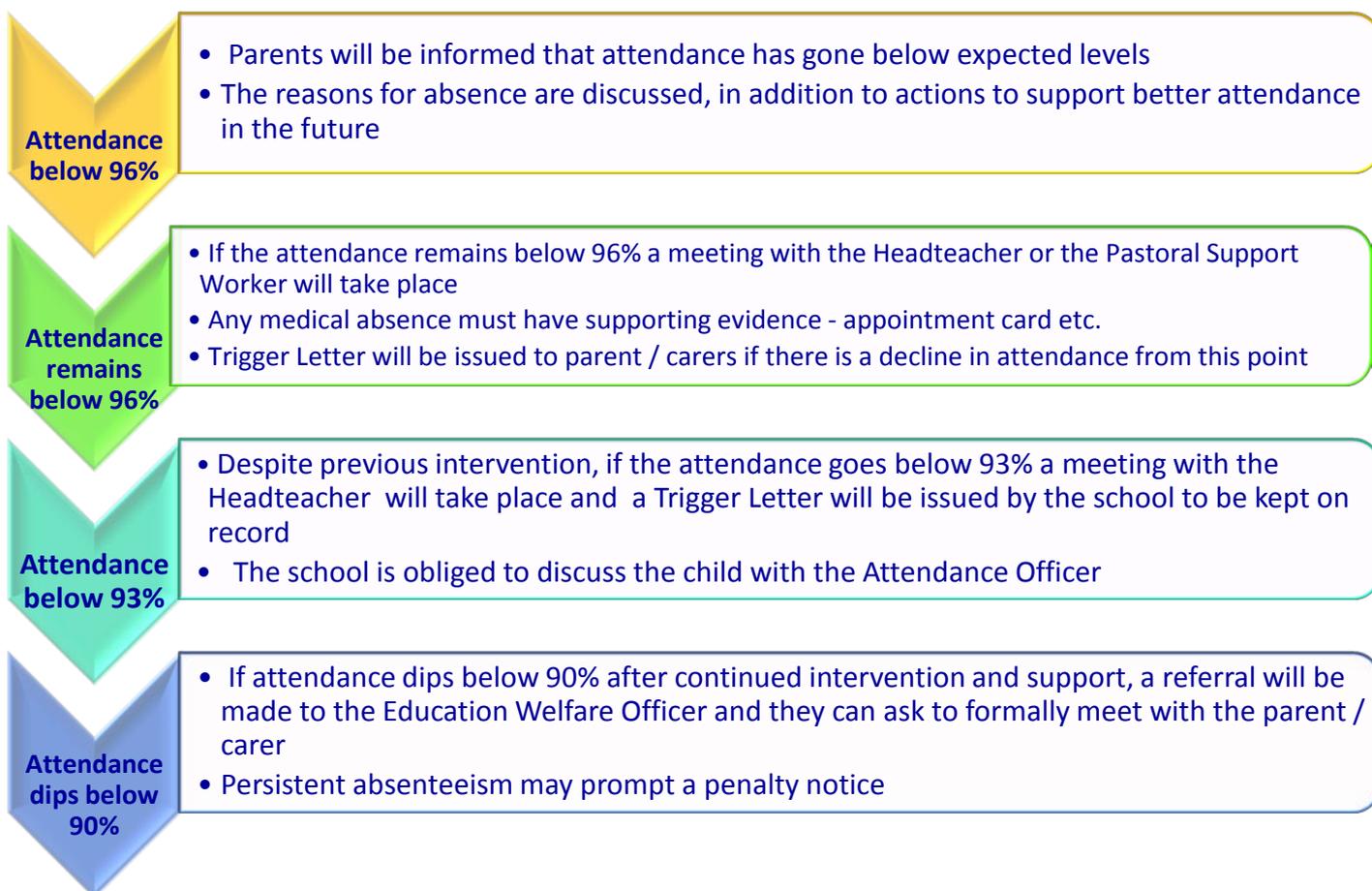
If your child misses 39 or more sessions of absence across the school year, for whatever reason, they are defined as a persistent absentee. Absence for whatever reason disadvantages a child, by creating gaps in his or her learning. Research shows that these gaps at whatever level, affect attainment. We monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

#### **A welcome back**

It is important that on return from an unavoidable absence 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 with any information that has been passed to the other pupils. Include details of how catch-up work will be organised.

## School expectation of attendance is 96% and above.

We are committed to working with our families to ensure good attendance of all children. These are the points at which parents could reasonably expect the school to ask to discuss attendance and offer support to ensure it improves.



Persistent lateness will also be reported to parents and support offered. All letters are kept on file and must be shared with the Attendance Officer. Please see appendix of policy or school website for examples of these letters.

## Section 4

### Request for Exceptional leave of absence

Amendments to school attendance regulations were updated in September 2013:

The Education (Pupil Registration) (England) Regulations state that Head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. It is important to note that Head teachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining **exceptional** are **rare, significant, or unavoidable**, which means the event could not reasonably be scheduled at another time. Circumstances where absences may be regarded as **exceptional** will vary from school to school and family to family.

There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for Exceptional leave of absence need to fill in an application form available from the school office in advance and before making any travel arrangements. If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions of absence reaches the thresholds in Central Bedfordshire Council Penalty Notice Code of Conduct (10 sessions of absence on 12 school weeks), parents/carers may be issued with a penalty notice or other legal action in accordance with the code (see Section 6 for detail). Taking holidays in term time will affect your child's education as much as any other absence and we expect parents to help us by not taking children out during school time.

### **For national guidance refer to:**

1 *School attendance*, 2016, located at:  
[www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)

## **Section 5**

### **Understanding types of absence**

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an unavoidable reason for the absence. There are two main categories of absences:

- **authorised absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised
- **unauthorised absence:** is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.

Unauthorised absences are likely to include: parents allowing their child/ren permission to be off school unnecessarily, such as for

- shopping, birthdays, to look after siblings
- truancy before or during the school day
- absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

## **Section 6**

### **Legal Measures for failing to ensure regular school attendance (including penalty notices)**

Section 7 of The Education Act 1996 requires parents to secure the education of their children of compulsory school age.

*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—*

*(a) to his age, ability and aptitude, and*

*(b) to any special educational needs he may have, either by regular attendance at school or otherwise*

## **Legal measures for tackling persistent absence or lateness**

The following legal measures may be used for pupils of compulsory school age who are registered at a school and are not attending regularly:

Penalty Notices: The Anti-Social Behaviour Act 2003

Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996

### **Penalty Notices**

Central Bedfordshire Council's Code of Conduct for Penalty Notices states that where a child has had 10 unauthorised absences in a 12 school week period, the school may request a penalty notice be issued. The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.

Penalty Notices can be issued when

- a pupil has taken holiday during term-time and the absence has not been authorised by the school, providing the school has taken into account DfE guidance to inform its decision-making
- where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents failure to attend/co-operate at a parenting contract meeting

Parents and carers will be alerted/warned about the possibility of a penalty notice being requested for unauthorised absence, via the school's newsletter, through the leave of absence request form, or through the school's attendance policy and website.

If more than one parent has parental responsibility, both parents will receive a Penalty Notice. In situations where there is more than one pupil in a family with irregular school attendance, multiple penalty notices can be issued to the same parents during the year. However, this action must be subject to careful consideration and co-ordination.

### **Legal Action taken under Section 444 (1) and (1a) Education Act 1996**

Where the school has tried to address a pupil's unauthorised absences but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated.

Sanctions available to the court are as follows;

- a fine of up to £2,500
- a conditional discharge – you will be given a set amount of time in which to improve your child's attendance. Should you fail the Council may bring a further prosecution against you and, if found guilty, you will be sentenced for both offences
- an absolute discharge – the case is proved but you will not be subject to a penalty, although you will receive a conviction
- a community order such as unpaid work, curfew or tagging
- imprisonment - for up to three months

## Section 7

### 7.1 My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend then it is better not to cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and may also make things worse. Contact your child's Class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems or family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

### What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education. Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you, but consistency and a caring, supportive home and school life will make the transition a quick and easy experience for you both.

### 7.2 Leavers

If your child is leaving our school (other than when transferring to the junior school/secondary school or leaving at the end of Year 4 parents are asked to:

1. Give the School Office Staff comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing
2. If pupils leave and we do not have the above information, then your child is considered to be a *child missing education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

### 7.3 Absence through child participation in public performances, including theatre, film or television work and modelling

A parent can seek leave of absence from a school for their child to take part in a performance. They must however contact the head teacher to discuss the nature and frequency of this, the impact that this may have on their child's education, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Head teacher's discretion as to whether to authorise this and is based also on previous attendance. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

## **7.4 Absence through competing at regional, county or national level for sport**

Parents can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Head teacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Head teacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching. The regulations related to children participating in public performances are separate to those around authorising leave of absence. Head teachers can authorise this absence. For further advice and guidance on Child Employment and Performance Licenses contact Central Bedfordshire Council on 0300 300 4953

## **7.5 Gypsy, Roma, Traveller and Showman families**

The absence of a child from a Traveller family who has left the area can be authorised if the absence is for the parent's work purposes only and it is believed that the family intends to return. A school cannot remove a Traveller child from the school roll whilst they are travelling. When the child is travelling the school holds the place open and records the absence as authorised by using the *T* code. Distance learning packs for Traveller children are not an alternative to attendance at school although may offer support to the pupil whilst they are away. Please note that pupils must have attended 200 sessions in a rolling 12-month period to be able to use travelling for work purposes as a defence against prosecution. For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families, contact Central Bedfordshire Council on 0300 300 4953.

To ensure the continuity of learning for Traveller children, dual registration at two schools is allowed.

# **Section 8**

## **The Admission and Attendance Register**

### **1.1 Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

### **1.2 Preservation of the Admission Register and Attendance Register**

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

# Legislation

## Section 175 of the Education Act 2002

Places a duty on governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

## Section 7 of The Education Act 1996

Requires parents to secure the education of their children of compulsory school age.

*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—*

*(a) to his age, ability and aptitude, and*

*(b) to any special educational needs he may have, either by regular attendance at school or otherwise*

<http://www.legislation.gov.uk/ukpga/1996/56/section/7>

## Section 576 Education Act 1996

Meaning of “parent”.

*(1) In this Act, unless the context otherwise requires, “parent”, in relation to a child or young person, includes any person—*

*(a) who is not a parent of his but who has parental responsibility for him, or*

*(b) who has care of him,*

*(3) In subsection (1) “parental responsibility” has the same meaning as in the Children Act 1989.*

<http://www.legislation.gov.uk/ukpga/1996/56/section/576>

## Section 23 Anti-Social Behaviour Act 2003

*Penalty notices for parents in cases of truancy*

*(1) After section 444 of the Education Act 1996 (c. 56) (failure to secure regular attendance at school of registered pupil) insert—“444A Penalty notice in respect of failure to secure regular attendance at school of registered pupil*

*(1) Where an authorised officer has reason to believe—*

*(a) that a person has committed an offence under section 444(1), and*

*(b) that the school to which the offence relates is a relevant school in England,*

*he may give the person a penalty notice in respect of the offence.*

*(2) A penalty notice is a notice offering a person the opportunity of discharging any liability to conviction for the offence under section 444(1) to which the notice relates by payment of a penalty in accordance with the notice.*

*(3) Where a person is given a penalty notice, proceedings for the offence to which the notice relates (or an offence under section 444(1A) arising out of the same circumstances) may not be instituted before the end of such period as may be prescribed.*

*(4) Where a person is given a penalty notice, he cannot be convicted of the offence to which the notice relates (or an offence under section 444(1A) arising out of the same circumstances) if he pays a penalty in accordance with the notice.*

*(5) Penalties under this section shall be payable to local education authorities in England.*

*(6) Sums received by a local education authority under this section may be used by the authority for the purposes of any of its functions which may be specified in regulations.*

<http://www.legislation.gov.uk/ukpga/2003/38/contents>

**Section 444(1) Education Act 1996**

*Offence: failure to secure regular attendance at school of registered pupil.*

*(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.*

<http://www.legislation.gov.uk/ukpga/1996/56/section/444>

**Section 444(1A) Education Act 1996**

*(1A) If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so, he is guilty of an offence*

<http://www.legislation.gov.uk/ukpga/1996/56/section/444>

**Date of formal review: May 2017**

**Persons responsible for the implementation and monitoring of this policy:**

**Signed: \_\_\_\_\_ Acting Head teacher**

**Signed: \_\_\_\_\_ Safeguarding Governor**

**Review date: May 2018**