

# **Attendance Policy**

**St. Lawrence CE (VA)  
Primary School**

With

Little Lawrences & Larks 'n' Owls

**Napton**

Updated October 2019

## **ATTENDANCE POLICY**

This document is to enable the Governing Body of the school to fulfil its statutory responsibilities under Section 175 and that the school complies with legal requirements regarding the safeguarding of children of the Education Act 2002.

### **1 INTRODUCTION**

1.1 St Lawrence CE Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

1.2 The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

1.3 The policy is based on current government and Local Authority guidance and Statutory Regulations. The school will ensure that all members of the school community are informed of the policy and have access to it.

### **2 SCHOOL'S ROLES AND RESPONSIBILITIES**

2.1 All staff (teaching and support) at St Lawrence CE Primary School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

#### **2.2 HEAD TEACHER'S RESPONSIBILITIES**

The Headteacher will ensure the Attendance Policy is consistently applied throughout the school. The Headteacher will also ensure that up-to-date attendance data and issues are shared with staff, pupils and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing body termly. He will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

#### **2.3 REGISTRATION**

i) The school is required to mark the attendance register twice each day: once at the start of the day and once during the afternoon session. Class teachers (who take the registers) and office staff (who process the registers) are responsible for the completing the attendance registers using the prescribed codes (shown below).

## 2.4 REGISTER CODES

### CODE DESCRIPTION MEANING

/ Present (AM) Present

\ Present (PM) Present

**B** Educated off site (NOT Dual registration) Approved Education Activity

**C** Other Authorised Circumstances (not covered by another appropriate code/description) Authorised absence

**D** Dual registration (ie pupil attending other establishment) Approved Education Activity

**E** Excluded (no alternative provision made) Authorised absence

**F** Extended family holiday (agreed) Authorised absence

**G** Family holiday (NOT agreed or days in excess of agreement) Unauthorised absence

**H** Family holiday (agreed) Authorised absence

**I** Illness (NOT medical or dental etc. appointments) Authorised absence

**J** Interview Approved Education Activity

**L** Late (before registers closed) Present

**M** Medical/Dental appointments Authorised absence

**N** No reason yet provided for absence Unauthorised absence

**O** Unauthorised absence (not covered by any other code/description) Unauthorised absence

**P** Approved sporting activity Approved Education Activity

**R** Religious observance Authorised absence

**S** Study leave Authorised absence

**T** Traveller absence Authorised absence

**U** Late (after registers closed) Unauthorised absence

**V** Educational visit or trip Approved Education Activity

**W** Work experience Approved Education Activity

**X** Non-compulsory school age absence Not counted in possible attendances

**Y** Enforced closure Not counted in possible attendances

**Z** Pupil not yet on roll Not counted in possible attendances

**#** School closed to pupils Not counted in possible attendances

ii) The register will be called promptly at **8.55 am** and **1.15 pm** by each class teacher and a mark will be made during the registration period in respect of each child.

iii) The registers will close at **9.15 am** and **1.30 pm**. Any pupil who arrives **after** the closing of the register will count as **absent**. Pupils who arrive before the register closes will be counted **present** but may be dealt with under the school's policy on punctuality and lateness.

## 2.5 STAFF TRAINING

The Attendance Lead (designated office staff) will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

## 3. COLLECTION AND ANALYSIS OF DATA

3.1 The Attendance Lead will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, and the governing body.

3.2 Attendance is monitored by year group, class and by reasons for absence. It is also analysed by gender, ethnicity, pupils with special educational needs, Looked after Children and those who are vulnerable to poor attendance.

3.3 Accurate attendance returns are made to the DfE within the stipulated time frame.

## 4. SYSTEMS AND STRATEGIES FOR MANAGING AND IMPROVING ATTENDANCE

### 4.1 CULTURE

Attendance has a very high profile at St Lawrence Primary School and is regularly discussed at assemblies and in classes. Parents are regularly reminded in newsletters about the importance of good attendance and its links to attainment. We closely monitor children's attendance, providing parents with an attendance report printout several times a year, alerting parents if we feel there is an issue.

### 4.2 CURRENT SCHOOL TARGET

The current school target for attendance is 97.2%. If a child's attendance falls below this school target we may contact the parents to discuss this.

<b>Less than 85%</b>  Unless very good reasons needs investigating.	<b>85-89.9%</b>  Less than 90% is a concern and Classed as persistent absence by the DfE.	<b>90 -96.9%</b>  could be a worry.	<b>97% and above is good and near 100% is excellent.</b>
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### 4.3 PERSISTANT ABSENCE

An attendance figure of 90% or below is classed as persistent absence by the DfE, and is deemed unsatisfactory. This automatically triggers a series of actions which may result in a referral to Warwickshire ACE.

### 4.4 FIRST DAY CALLING

St Lawrence Primary School has in place a system of first-day calling. This means that parents will be telephoned on the first day a pupil is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with parents on the first day of absence, the school will leave a message for parents/carers to contact the school as soon as possible with a reason for absence. If further attempts at contact are unsuccessful a letter is sent. If no reason is provided within 10 days, the absence will be recorded as unauthorised.

### 4.5 SCHOOL PROCEDURES TO ENCOURAGE GOOD ATTENDANCE

The Attendance Lead is responsible for the school management of attendance, policy and systems to ensure that St Lawrence Primary School intervene in non-attendance at an early stage.

4.6 All parents will be updated on their child's attendance at least 5 times a year, and are thanked when attendance is at 97% or better

- Where there is an emerging pattern of a pupil's absence the parents will be sent a letter and copy of their child's attendance report.

If there is no improvement, parents may be sent a further letter and our Attendance Officer may be in touch to discuss how attendance can be improved. This will be escalated unless there are known and / or understood reasons for poor attendance.

Finally, if attendance continues to be poor, the Head Teacher may request a meeting with the parent to discuss the ongoing poor attendance.

#### **4.7 REFERRAL TO THE ATTENDANCE, COMPLAINT AND ENFORCEMENT SERVICE (ACE)**

If there continues to be unauthorised absences by the end of the specified time (or sooner if the pupil is failing to attend school at all), the matter may be referred to ACE.

#### **4.8 LATENESS AND PUNCTUALITY**

Pupils are expected to arrive at school, and be in their classroom for registration, on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. Pupils who arrive after the register closes will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other pupils with an emerging pattern of absence. If the matter is not resolved quickly, it may be referred to ACE.

4.9 Pupils who arrive late for school but before the register closes are logged as late in the registers. Persistent lateness is followed up via weekly monitoring of registers and may result in a meeting with parents to discuss strategies to improve punctuality.

4.10 For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the main office if arriving after 9.15am. **It is important that all pupils arriving late follow this procedure.**

4.11 For the same reason it is important that pupils leaving the premises legitimately (eg for a medical appointment), or returning to school later in the day are signed out at the main office.

### **5. TERM TIME HOLIDAYS AND LEAVE OF ABSENCE REQUEST**

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.

- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.**

Leave of absence request forms are available from the school office and attached as an appendix to this policy.

## **6 PARENTS’ / CARERS’ RESPONSIBILITIES**

6.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child).

6.2 St Lawrence Primary School expects parents / carers will:

- ensure their children attend the school regularly;
- support their children’s attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

6.3 Parents/carers will also be expected to:

- notify the school on the first day of absence by telephoning the school, leaving a message on the school answer phone if necessary. Alternatively they can email [office@stlawrenceprimaryschool.co.uk](mailto:office@stlawrenceprimaryschool.co.uk), giving their reason for their child’s absence.
- ensure their children arrive at school on time, properly dressed and with the right equipment for the day;
- work in partnership with the school, for example by attending parents’ meetings and consultations, signing homework diaries when asked to do so, taking an interest in their children’s work and activities;
- contact the school without delay if they are concerned about any aspects of their children’s school lives. The school will endeavour to support parents to address their concerns.

6.4 Children should not be in school before 8:45am as there will be no adult supervision unless specific arrangements have been agreed. Parents/carers are expected to make use of the Before and After School Club if they need to drop off children earlier than this time. They will be charged for this by the Club.

## **7 PUPILS' RESPONSIBILITIES**

7.1 All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher.

7.2 Pupils should attend school on time, ready to learn.

## **8 GOVERNORS' RESPONSIBILITIES**

8.1 The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

## **9 MONITORING AND REVIEW**

The school will review this policy every three years, or sooner if deemed necessary.

### **Appendix 1:**

Cover letters A and B to accompany attendance reports

### **Appendix 2:**

Sample letters 1,2 and 3 to be used in cases of poor attendance.

### **Appendix 3:**

Sample letters for persistent lateness.

### **Appendix 4:**

Leave of absence requests form.

**Appendix 1:**



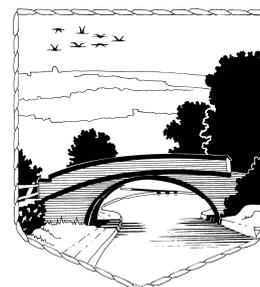
**S† LAWRENCE CHURCH OF ENGLAND  
VOLUNTARY AIDED PRIMARY SCHOOL  
Dog Lane, Napton, Southam, Warwickshire CV47 8LU**

**01926 812447**

**office@[stlawrenceprimaryschool.co.uk](mailto:office@stlawrenceprimaryschool.co.uk)**

**[www.stlawrenceprimaryschool.co.uk](http://www.stlawrenceprimaryschool.co.uk)**

**Head teacher: Mr John Brine**



Monday 1<sup>st</sup> October 2018

**Pupil Attendance – Letter A**

We are very keen to ensure that all children attend school regularly. As you are aware, it is important for your child's friendships and academic progress.

The school target for attendance is 97.2% and we are pleased to confirm your child's percentage is above this.

We would like to take this opportunity to congratulate both you and your child for meeting the school target.

Yours sincerely

Mrs Lotte Coombe-Perry  
Admin Officer



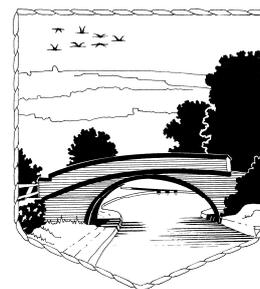
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**Head teacher: Mr John Brine**



Monday 1<sup>st</sup> October 2018

### **Pupil Attendance - Letter B**

We are very keen to ensure that all children attend school regularly. As you are aware, it is important for your child's friendships and academic progress.

The school target for attendance is 97.2%. As you can see from the attached report your child's attendance is currently below this target and we feel that it is important to share this with you.

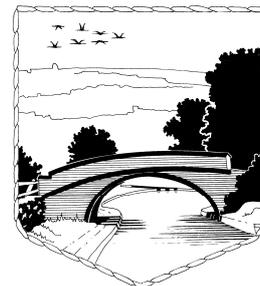
Yours sincerely

Mrs Lotte Coombe-Perry  
Admin Officer

Appendix 2:



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**Head teacher: Mr John Brine**

ADDRESS

Monday 1<sup>st</sup> October 2018

**Pupil Attendance – Letter 1**

Dear **INSERT NAME**

As you are aware, attendance at school is vital. Following our review, we note that **INSERT NAME** is **INSERT FIGURE%**. As opposed to the school's attendance target of 97.2%. We feel that it is important to share this with you.

Please find attached a copy of **INSERT NAME**'s attendance record for your information.

If there are any particular circumstances that we may not be aware of which are having an impact on attendance, please let me know as Attendance Officer or Mr Brine.

We will continue to monitor attendance on a monthly basis and look forward to seeing an improvement.

Yours sincerely

Mrs Lotte Coombe-Perry  
Admin Officer



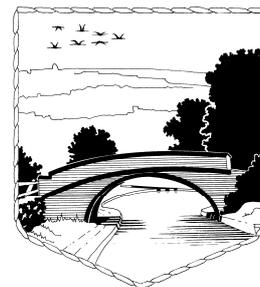
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**Head teacher: Mr John Brine**



**ADDRESS**

Monday 17<sup>th</sup> September 2018

**Pupil Attendance – Letter 2**

Dear **INSERT NAME**

Following the monthly review of attendance, I am writing to inform you that **INSERT NAME**'s attendance is causing concern and is affecting their progress.

Your child's attendance stands at **INSERT FIGURE%** as opposed to the expected target of 97.2%

I will be contacting you to discuss how we can improve attendance in the next week.

If in the meantime you wish to discuss this with me, I am available face to face, via telephone or via email.

Yours sincerely

Mrs Lotte Coombe-Perry  
Admin Officer



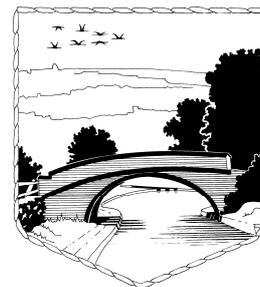
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**Head teacher: Mr John Brine**



**ADDRESS**

Monday 17<sup>th</sup> September 2018

**Pupil Attendance – Letter 3**

Dear **INSERT NAME**

I note that there has been no significant improvement in **<pupil's name>** attendance since my 2<sup>nd</sup> letter of **<date>**.

Their attendance is now just **INSERT%**. Persistent absence is classified by the DfE as 90% or below. We are not satisfied that there are exceptional reasons for this following our discussions and offers of assistance.

Mr Brine will be in contact for a meeting. We need to work together to avoid a referral to Warwickshire Attendance, Compliance and Enforcement Team (ACE).

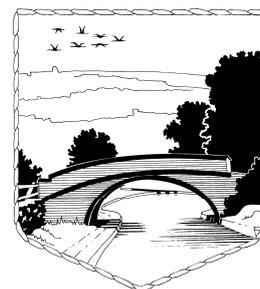
Yours sincerely

Mrs Lotte Coombe-Perry  
Admin Officer

Appendix 3:



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**Head teacher: Mr John Brine**

ADDRESS

Monday 17<sup>th</sup> September 2018

**Pupil Attendance – Persistently Letter 1**

Dear **INSERT NAME**

I have noted during a recent attendance review that **INSERT NAME** showing a pattern of persistent lateness and we feel it is important to share it with you.

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption. Please note that if your child arrives after registers close this will be recorded as an unauthorised absence and affects their overall attendance percentage.

If you are experiencing any difficulties regarding your child's education, I would welcome the opportunity of meeting with you to discuss this.

We will continue to monitor **<PREFERREDFORENAME>**'S attendance and we look forward to seeing an improvement.

Yours sincerely

Mrs Lotte Coombe-Perry  
Admin Officer



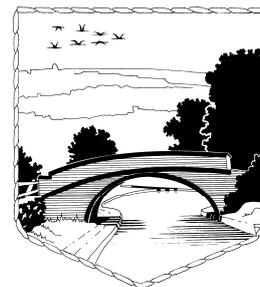
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**Head teacher: Mr John Brine**



**ADDRESS**

Monday 17<sup>th</sup> September 2018

**Pupil Attendance – Persistently Letter 2**

Dear **INSERT NAME**

I am writing to inform you that **<PreferredForename>**'s persistent lateness is still causing concern. We are very worried that this is affecting **<PreferredForename>**'s progress and we would like to discuss this with you.

**INSERT MEETING DETAILS**

It is the duty of parents to ensure that children attend school regularly and punctually. This encourages habits of good timekeeping and lessens any possible classroom disruption.

I must remind you that as parent(s) it is your legal responsibility, as stated under Section 444 of the Education Act 1996, to ensure that your child attends the school at which he/she is registered, regularly and punctual. Failure to do so may result in a Penalty Notice being issued against you and/or legal proceedings being considered.

Yours sincerely

Mrs Lotte Coombe-Perry  
Admin Officer