



LANESEND PRIMARY SCHOOL
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Lanesend Primary School

Attendance Policy 2021 Statutory Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Trustees)

Review Date: August 2022 (Yearly)

Reviewed By: Family Liaison Officer and Board of Trustees

Lanesend Primary School Attendance Policy

At Lanesend Primary School, we aim to create a welcoming and supportive learning environment where children feel happy and safe. We place high priority on good attendance and punctuality, so that all children are able to get the very best from their time at school. The aim of this policy is to ensure good attendance for all children at the school. We define good attendance as greater than 97.7% across the academic year. It sets out the school's procedures for recording and monitoring attendance, including partnerships with families and relevant support agencies.

Statutory Duties

The Education Act 1996 requires that all families secure full time education for any child of compulsory school age. Schools must record attendance twice a day; once at the start of the morning session and once in the afternoon. All attendance records must be recorded onto a register, which at Lanesend Primary School, is managed on a computer system. This is a live statutory document.

Absence from school

Children are expected to attend school for the full academic year, unless there is a good reason for absence. There are two types of absence:

- **Authorised** (Where the school approves the child absence)
- **Unauthorised** (Where the school will not approve the absence)

Families will be made aware that the school has the right to authorise absences *or not*, and that the ultimate responsibility to authorise absence rests with the Headteacher.

In the event of a National emergency, where the Government takes the decision to close schools or make changes to the legal expectations of registers and attendance, then the school will suspend any aspect of this policy that contradicts Government legislation for the time period that it is in place.

Attendance for children with Long Term Medical Conditions:

Lanesend Primary School broadly summarises a long-term medical condition as a prolonged condition that potentially requires extra care and support.

Lanesend Primary School recognise that it is unacceptable practice to penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.

The following codes apply to authorised absences:

Code I: Illness (not medical or dental appointments)

Families are required to notify Lanesend Primary School every day their child is unable to attend due to illness by telephoning the school before 9am or completing the information on the Studybugs Absence app. Lanesend Primary School will authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity

of illness is in doubt, Lanesend Primary School can request families to provide medical evidence to support illness. Lanesend Primary School are permitted to record the absence as unauthorised if not satisfied of the authenticity of the illness and will advise families of their intention. Lanesend Primary School may request medical evidence which can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Lanesend Primary School do however, encourage families to make appointments out of school hours. Where this is not possible, the child should only be out of school for the minimum amount of time necessary for the appointment. Lanesend Primary School will require evidence of the authenticity of these appointments, which can take the form of an appointment letter, appointment cards, etc. Though Lanesend Primary School will authorise the above absences, the child's overall percentage record of attendance will be affected even though it is authorised.

If a child is accessing education through the hospital or an alternative medical institution whilst absent from school due to a medical condition, they will be recorded on our system as a **code B**.

A code B will be used when children are at an off-site educational activity that has been approved by the school, not an unsupervised educational activity or where a child is at home doing school work.

Prolonged medical absence from school:

Lanesend Primary School recognise that a child who has health needs is entitled to the same opportunities as their peer group, including a broad and balanced curriculum. If a child is unable to attend school because of their health needs, suitable and flexible provision will be made on an individual basis. The nature of this provision will be responsive to the demands of what may be a changing health status.

Where a child is admitted to hospital for a prolonged period of time due to a health condition, Lanesend Primary School will seek advice from the hospital regarding educational provision both during their stay in hospital and once they have been discharged. The discharge advice may include how much education is appropriate for the child, when they may be ready to return to school and whether they should return to school on a part time basis only.

Lanesend Primary School offer tailored 'work packs' in line with the National Curriculum to any child who is absent from school for three or more days. Lanesend Primary School will also complete a home visit on the third day of absence either to the child's home or hospital to offer additional support to the child and their family.

Reintegration back into school for a child is completed on an individual basis dependent on the nature of the health condition. Lanesend Primary School offer the following strategies for child reintegration following a prolonged absence for a health condition:

- **Family contact** – regular contact with families will be sought for updates regarding the child's health status, wellbeing and progress (where appropriate). Lanesend Primary School will update families regarding school events through newsletters, emails, text messages, telephone calls or home visits.

- **Professional advice** – Lanesend Primary School will seek appropriate advice regarding the child's health condition from professionals. This may include aftercare arrangements, health and safety, wellbeing, etc.
- **Reasonable Adjustments to Education** – Lanesend Primary School will coordinate a reintegration plan for the child in line with professional advice. This plan will be agreed with the family, professionals and the child (where appropriate). The child's reintegration plan may involve part time education, flexible transition back into education, etc. This plan will be reviewed on a regular basis, taking into account the demands of what may be a changing health status.

Please refer to our 'Supporting Children in School with Medical Conditions Policy' for a detailed explanation regarding provision available to support children in accessing education in relation to administering medication.

Lateness

School begins at 8.25am and all children are expected to be in school for registration time 8.40am. Children arriving after this time, but before 9am, will be marked as late and any child arriving after 9am is marked as an unauthorised absence. The school will then telephone families after 9am, if they have not been informed of a child's absence. When arriving late, children must enter via the main entrance and report to the main office, they will then be marked present and accompanied to their classroom. Children who are consistently late are disrupting their own education, as well as that of others. Persistent lateness will be discussed with families initially and support may be sought from the Education Welfare Officer.

Family Holidays During Term Time

The Education (Child Registration) (England) (Amendment) Regulations 2013 removes references to family holiday and extended leave as well as the statutory threshold for ten school days. The amendments make it clear that Headteachers **may not** grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if exceptional leave is granted. In exceptional circumstances, a planned absence may be requested and this must be discussed in advance with the Headteacher before booking. Families may be requested to produce a letter from their employers regarding limited holiday time. All planned absences must be notified to the school via the Holiday Absence Request Form. Please note, National Testing occurs throughout May and June and these months must be avoided.

As a school, we do not grant any holiday requests so that it is fair and equitable for all families.

Families are strongly urged to avoid booking a family holiday during term time as this can seriously disrupt their child's continuity of learning. They may miss significant elements of the curriculum, which can affect their overall progress and achievement. Families do not have the right to take their children out of school for a holiday. Unauthorised requests for holiday will be referred to the Local Authority, which may result in a Truancy Penalty Notice (TPN) being issued or prosecution under Section 44 of the Education Act for failure to secure regular attendance at school. This notice will be issued to each parent/carer for each child who is absent. The charge is £60 per parent, per child if paid within 21 days or £120 if paid within 28 days. Any non-payment of the notice may result in further action by the Local Authority through the magistrate's court.

There are 175 non-school days in which holidays can be taken.

Making every day count gives your child the best chance of success. Research shows that missing school impacts on self-esteem and exam results.

100%	No days lost	190 days at school	Success
95%	10 days lost	180 days at school	Harder to reach age expectations
90%	19 days lost	171 days at school	Progress is impacted
85%	29 days lost	161 days at school	
80%	38 days lost	152 days at school	Significant concerns - legal action may be taken
75%	47 days lost	143 days at school	

Forms linked to this policy

- Request for Holiday Absence Form

Roles and Responsibilities

The school will ensure that:

- Children are registered accurately and efficiently.
- If a child's absence is not reported by 9.00am, either by telephone or the online Studybugs Absence app, the school will contact the family every day of the child's absence.
- Families are contacted when reasons for absence are unknown or unauthorised or when there are concerns about a child's attendance.
- Child attendance and lateness is monitored regularly.
- School attendance statistics are reported.
- Good or improved attendance is rewarded.
- Help and support is offered to children and families where attendance is causing concern.
- Attendance issues are discussed with the Education Welfare Officer (EWO) when necessary.
- If a child has been absent from school for a consecutive period of 3 days, a home visit will be carried out by Lanesend Primary School staff. The aim of the home visit is to offer support for the family and, if appropriate, take set work from the teacher for the child. Lanesend Primary School offer tailored 'work packs' in line with the National Curriculum to any child who is absent from school for 3 or more days. (Please refer to Home Visits Policy)

Families are expected to:

- Ensure their child's attendance and punctuality
- Contact the school by 9.00am on every day of their child's absence.
- Discuss planned absences in advance, including any request for holiday absence.
- Try to make medical appointments outside of school hours. If this is not possible, take appointments during the morning or afternoon school sessions after your child has been registered.
- Inform the school, in confidence, of any circumstances that may be affecting their child's attendance.

- Be asked to provide a doctor's note for prolonged ill-health absence at the request of the Headteacher or Education Welfare Officer.

Children will:

- Attend school regularly and on time.

The Education Welfare Service will:

- Carry out their Statutory role and the school will buy into the service if further support is needed.

Continuous Absence

The school will consult with the families when:

- A child's attendance falls below 90%. All children under 92% are discussed with the Headteacher.
- Contacts with home have not brought about any improvement in attendance or punctuality.
- Families do not communicate with the school when concerns about attendance have been shared with them.

The school will refer children to the Education Welfare Service when:

- A child's absences are impacting upon their emotional and academic wellbeing, and where there has been no improvement after meeting with families.

Making every day count

Children who attend school every day are recognised for this fabulous achievement, as we know that coming to school every day can sometimes be a challenge. In recognition of this achievement, we give 100 percent attendance certificates at the end of each term for which the children can build upon their attendance by achieving bronze, silver and gold certificates (Bronze - Autumn Term, Silver - Spring Term, Gold - Summer Term). We also present a Platinum certificate to any child in Year 6 that has not missed a day away from school throughout their entire time with us. When the certificates are presented, each child also receives a raffle ticket to take part in a prize draw for their attendance (the prize is usually for the family to celebrate their support of their child and the school).

Lanesend Primary School promote positive timekeeping and attendance by holding termly HERO (Hero Every day Ready On time) attendance weeks. Each child who is in school daily and on time (before 8.40am) is entered into a prize draw. A winner is drawn from each class at the end of the HERO week and a prize is presented in assembly or by a class teacher. Each class in every year will have a HERO winner.

To encourage class communities and valuing every day at school, every class is able to receive attendance cheques on a weekly basis for their class attendance. If the class reaches the whole school target of 97.7 percent, the class will receive a £1 cheque. For 100 percent attendance, the class will receive a £5 cheque. The class with the most improved attendance will also receive a £5 cheque. The classes can cash their cheques in at any time for an agreed activity.

Attendance is celebrated on the weekly newsletter and if the school has a day of 100 percent attendance then an extra reward is given to the whole school.