

# Lakeside Community Primary School

## ATTENDANCE POLICY

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### Policy Statement

- We care about children and their education. Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills and knowledge which will equip them for life.
- Lakeside Community Primary School aims to achieve good attendance by operating an attendance policy within which staff, pupils, parents and the Education Welfare Service can work in partnership, this is in line with Derby City Council Policy
- Our policy is based on a belief in equal opportunities for all.
- Monitoring attendance supports the school's Safeguarding Policy.

### Aims

- To maintain a positive atmosphere where good attendance is the normal pattern to show that attendance is taken seriously and that good attendance is valued by the school
- To implement the policy in a fair and consistent manner.

### The Law

Schools can not grant leave of absence during term time unless explicit exceptional circumstances.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application. Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. *If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.*

As of the 1 September 2013, the rate per parent per child will be £60 if paid within 21 days and rising to £120 if paid between 22 and 28 days. Appendix A

If the penalty notice is not paid each parent may be liable to prosecution and the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to a maximum of £1000.

Leave of absence requests must be made by parents who complete Appendix A and an appointment will be made to discuss the absence with the Head Teacher who will note outcomes on this form.

Notification will be sent, in writing, to parents. Appendix B

### Expectations

Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for 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.
- Unauthorised Absence – is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.

When a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. The child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.

Keeping a child off school will minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that medical evidence from the doctor's surgery is obtained. This may be in the form of a date stamped compliment slip confirming the visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the school office. (please note that the school is not asking any parent to incur a charge for such information and will be liable for the cost).

There is a clear connection between regular attendance and achievement. As attendance deteriorates so does performance, achievement, friendship circles and self-esteem.

## **Roles and Responsibilities**

### **Head Teacher**

The Head Teacher is responsible for the oversight of attendance throughout the school morning for liaison with the Governors, Education Welfare Service and other outside agencies. The Head Teacher is responsible for the implementation and review of the attendance policy.

### **Class Teacher**

The class teacher has a vital role as s/he has the closest and most direct responsibility for the children, the teacher is responsible for

- Marking the register accurately and clearly at the start of each session
- Identifying any problems in a child's attendance
- Liaising with the Head Teacher and parents if a problem arises and working with parents to encourage good attendance.

### **School Administrator**

The school administrator will be responsible for

- Recording reasons for absence accurately on a pupil information system, according to the agreed symbols
- Actioned absence forms are filed
- Information regarding children's absence will be attached to the register for the week the child is absent
- Notifying the Head Teacher of any concerns regarding a child's attendance
- Identifying children whose attendance has fallen below 90% on a weekly basis
- Informing the Head Teacher of the attendance of FSM children each term.

### **Parents**

Parents have a responsibility to recognise the need for uninterrupted education for their children and to recognise their legal obligations.

Parents have a responsibility to inform the school promptly, by phone call letter or visit, of the reason of the absence of their child and to inform the class/ Head Teacher if their child is, for any reason, unwilling to come to school.

### **Pupils**

- As children grow and mature we hope they will develop a sense of personal responsibility towards school attendance. At Key Stage One children are dependant on their parents to get them to school. However, issues which make the child unwilling to come to school, will be discussed as part of our Personal, Social and Health Education programme. Children will be

given the opportunity to discuss school problems and difficulties within a listening and caring environment.

### **Attendance Mentor**

- Parent/carer requesting leave of absence will be asked to make an appointment to see the Attendance Mentor to explain the circumstances.
- Home visits may be undertaken by the Attendance Mentor regarding Absence and Lateness.
- Meetings will be arranged with parents to discuss Holidays, Attendance issues and Lateness.
- Monitor attendance and issue letters and school/parent contracts

### **Encouraging Good School Attendance**

Lakeside Community Primary School will encourage good attendance by

- Making it clear to parents and pupils how much we care about good attendance. This will be outlined in the school brochure and reinforced by the Head Teacher
- Taking care over registration and following up absenteeism being
- Being welcoming and supportive to pupils returning from a period of absence
- Being ready to talk with pupils about difficulties they may be having and offering support and advice
- Reminding parents of their responsibilities regarding attendance and punctuality and offering support to help resolve difficulties they may be having in fulfilling this responsibility.

### **Procedures for Identification of Absence and Follow-up Action**

Every effort will be made to obtain and record the reason for absence.

- Telephone, oral or written messages from parents are noted on the class register
- Information about absence may be accepted from another source if the teacher has good cause to accept its authority
- If no reason for absence is given after one day has passed the parents will be telephoned by the School Administrator and the reason for absence will be obtained
- The school administrator will monitor the registers on a weekly basis
- If the class/ Head Teacher or school administrator identify a problem of absence/ lateness follow up action will be taken. This will initially be the class teacher contacting the parent to discuss the concerns. Should any problem persist the Head Teacher will discuss the problem with the parent (Appendix C) and, if necessary, refer the matter to the Education Welfare Service
- Referrals to the Education Welfare Service will be recorded and a copy kept in the child's file.
- If attendance drops below 90% (Appendix D) without a valid reason (e.g. long term illness) a letter will be sent requesting parents to come into school
- If attendance consistently drops below 85% the EWO will be informed. Discretion will be used for children with particular medical/ physical/ social needs e.g. the need for more than usual medical appointments.

### **Procedures for Completing Attendance Register**

- The register is completed by the class teacher at the beginning of the morning and afternoon sessions. The register is completed electronically by the teacher in charge of the session. As soon as it is completed it is submitted.
- After child that comes into school after this must sign in at the school office using the electronic sign in system. They will be marked as Late 'L'. Any child who arrives after 9.15am is marked as a 'U' - unauthorised absence. The actual time of arrival is recorded through the electronic sign in system.

- Other reasons for absence and the relevant marks are noted at the bottom of the register. The School Administrator will write a note on the register to indicate that the child is in school
- If a child is marked present and then leaves school for any reason (e.g. illness or medical appointment) parents will sign their child out.



**Request for Holiday Penalty Notice**

Appendix A

**SAMPLE**

School Year ..... School .....

Child's Name:..... M/F ..... DOB.....

Reg Group.....

Address  
.....

Post Code .....

Parents: First Name                      Surname                      DOB

Address

Post Code

Parents: First Name                      Surname                      DOB

Address

Post Code

Parents: First Name                      Surname                      DOB

Address

Post

Code

**REQUEST FOR PN BY HEADTEACHER- UNAUTHORISED HOLIDAY**

Date of letter sent to parents to inform them of PN:

Period Notice from :                      to :

Authroised by..... Date .....

Designation

Issues on:

Issuing Officer:

Payment due (21 days):  
days)

Payment Due (28

Requested by:

Contact No: .....

Agency Involvement		Ethnic Origin			
CPR		Bangladeshi		Pakistani	Asian Other
Ed Pschy		Black African		Traveller	Irish
FRT		Black		White Euro	<sup>white &amp; black</sup> <b>African/Caribbean</b>
SENSS		Black Other		White Other	White & Asian
Other		Chinese		White UK	Any Other Mixed
vas		Indian		Other	
CXS					



**Important Information For Parents/ Carers**

The Minister for Education has recently announced that from 1 September 2013 – Schools, Academies and Free Schools can no longer grant leave of absence during term time unless there are explicit exceptional circumstances

I/ we wish to apply for leave of absence from school to be granted to:

Name of child ..... Class/

Form Group .....

Sate of proposed absence. From ..... To

.....

Reason for Proposed Exceptional Circumstances

.....  
.....  
.....  
.....  
.....  
.....

..... Total

days requested .....

Parent(ss) full name(s) ..... Date of

Birth .....

Address ..... Post

Code .....

Signature of Parent/Carer .....

Consequences for parents taking children on holiday in term time which are not authorised by the SC MAY result in a Penalty Notice of £60 per parent per child being issued by the Local Authority



**For School Use Only**

**Attendance %**

**Interview Offered to Parent/Carer? YES/NO**

**Date .....**

**Authorised? YES/NO**

**Date ..... Parent**

**informed? YES/NO**

**Date .....**



**Derby City Council**

**Appendix C**

Dear

Our records show that ..... attendance has dropped to  
..... during this period ..... to  
..... this may be due to re-occurring illness which I am sure is  
being dealt with at home.

If however you have any concerns about your child's health or difficulties with your child  
attending school please do not hesitate to contact the class teacher or pop into school to  
discuss them with me.

Yours sincerely

Head Teacher



Derby City Council

## Appendix D

Dear

Our records show that ..... attendance has dropped to 85% during the period ..... to ..... this may be due to re-occurring illness which I am sure is being dealt with at home.

Please make an appointment with the school office to come into school to discuss with me the reasons for your child's rate of attendance.

Yours sincerely

Head Teacher

