

Attendance Policy

Lanchester EP Primary School



Academic Year

2023/24

Attendance Policy

Lanchester EP Primary School

Document History Log:

Author of document:	Naomi Hawke	Job role:	Office Manager
Date document created:	September 2022	Approval by Governing Body:	September 2022

Annual Review History:

Task	Date Reviewed	Reviewed by	Signatories
First document review	September 2023	Naomi Hawke, Office Manager	
2 nd Review			
3 rd Review			
4 th Review			

Revisions Log:

Revision	Date of revision	Reason for revision	Resulting version number	Signatories

Attendance key contact List

Name	Role	Contact details
Jane Davis	Head Teacher	j.davis@lanchesterep.net
Andrew Knighton	Designated senior leader with responsibility for attendance	a.knighton@lanchesterep.net
Lesley Sabourn	Attendance Officer	lsabournschlserv@outlook.com
Rachael Bowden	Day to day attendance management	school.office@lanchesterep.net
Naomi Hawke	Link Attendance Governor	n.hawke@lanchesterep.net

Who in school can help if you are experiencing difficulty / require help and support:

Name	Role / type of help	Contact details
Simon McLoughlin	SENCo	s.mcloughlin@lanchesterep.net
Helen McGilvray	Welfare Support	h.mcgilvray@lanchesterep.net

Introduction to our school attendance vision and ethos

Lanchester EP Primary School seeks to ensure that all of its pupils receive an education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn within a culture that promotes the benefits of high attendance.

Regular school attendance plays a vital role in children's wellbeing and their education, ensuring that their current learning needs are being met but also building their future ability to learn.

As attendance is the essential foundation to positive outcomes for all pupils', improving attendance is everyone's business, a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Why is regular attendance so important?

Being in school every day that it is open, is important to your child's achievement, wellbeing, and their wider development. There is a renewed national focus on maximising pupils' time in the classroom, as evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results.

At Lanchester EP Primary School, we recognise that positive behaviour and good attendance are central to raising standards and pupil attainment. This policy is written with the above statement in mind and this policy underpins our school ethos to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities when they leave school.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the

reason for the absence is unavoidable. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or later arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Here's what the data shows:

Pupils with higher attainment at KS2 and KS4 had lower levels of absence over the key stage compared to those with lower attainment.

Pupils who did not achieve the expected standard in reading, writing and maths in 2019 had an overall absence rate of 4.7% over the key stage, compared with 3.5% among pupils who achieved the expected standard and 2.7% among those who achieved the higher standard.

Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.

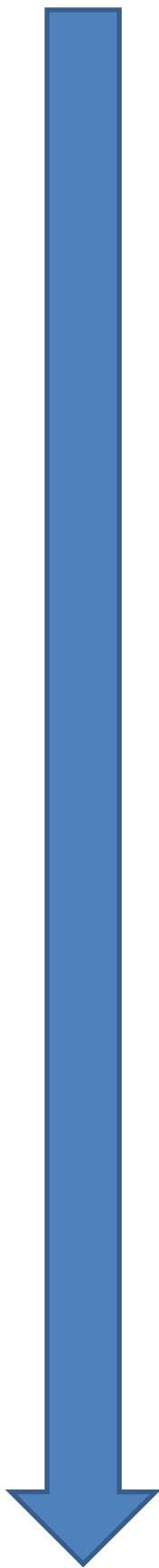
Generally, the higher the percentage of sessions missed across the key stage at KS2 and KS4, the lower the level of attainment at the end of the key stage.

Among pupils with no missed sessions over KS2, 83.9% achieved the expected standard compared to 40.2% of pupils who were persistently absent.

Among pupils with no missed sessions over KS4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.

This policy is supported by our policies on:

- Accessibility
- Anti-Bullying
- Behaviour Policy
- Equality Information & Objectives Policy
- Safeguarding
- Special Educational Needs & Disability Policy



EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school

MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN & UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

1. Expectations

At Lanchester EP Primary School, we recognise that the relationship between attendance and achievement of our students is inextricably linked.

Regular school attendance is crucial to maximise pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to.

We will ensure that:

- All students have an equal right, and access to, an education in accordance with the national curriculum, or agreed alternative.
- Attendance is a priority across the school.
- Aspire to high standards on attendance.
- Students will not be deprived of their education opportunities by, either their own absence or lateness, or that of students.
- Action is taken where necessary to secure an improvement in attendance.

2. Attendance data

At Lanchester EP Primary School, we rigorously analyse our attendance data on a fortnightly basis with our Attendance Officer.

Any pupils with attendance under 95% are monitored and those with under 90% (classed as Persistent Absentees) are targeted for attendance improvement strategies.

Attendance data is shared with teaching staff, and during our weekly Achievement Assembly the Year Group Attendance Percentage for the week is shared with the children, promoting healthy competition and celebrating good attendance.

Attendance data is also shared with parents on a weekly basis for the Year Groups, and the importance of good attendance is emphasised to parents regularly.

Attendance data is shared with the Governing Body in the Head Teachers Report, and broken down into the following groups, so that the data can be analysed more thoroughly, and interventions can be targeted at the cohorts that need it. This helps Lanchester EP Primary School to best support the children and parents with their attendance needs.

Individual pupil attendance data is also shared on a half termly basis with parents. This again underlines the importance of regular attendance, and allows parents the opportunity to challenge any attendance marks.

In analysing and sharing the attendance data on a regular basis, we are able at Lanchester EP Primary School to better recognise any issues with attendance when they arise, and to put support and actions in place to resolve any problems before these become entrenched.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Any issues with attendance will be recorded on CPOMs in order to ensure that all staff necessary are alerted to the issues, and any actions taken in regard to attendance will also be uploaded.

3. Listening to and understanding barriers to attendance

Attendance data will be used by the Attendance Officer, who works closely with the Office Staff and the Headteacher to identify any individual pupils they believe may need any further support with their attendance, or if any patterns have been identified by staff.

At Lanchester EP Primary School, we understand that there may be many barriers and obstacles in people's lives that prevent them from attending school. We work closely with any families of those who have been identified as having poor attendance. This might be with a phone call from the Class Teacher or the School Office Staff in the first place.

School staff will endeavour to hold regular meetings or discussions with the parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.

3. Facilitate support

In discussion with parents/carers and pupils, Lanchester EP Primary School will help to explore what help and support would be beneficial, and to provide access to wider support services. This might include an early help or whole family plan where there are wider issues affecting attendance.

Breakfast or After School Club may be offered at no cost to those whose parents/carers struggle to get their child into school on time or collect them at the end of the school day.

Lanchester EP Primary School also employ a counsellor one day a week in school as well as having staff trained in the Thrive Approach to social and emotional wellbeing, which is proven to have a beneficial impact on attendance, and these staff work closely with parents/carers and children in order to collaborate with all parties to help improve attendance or work on any issues which may be impacting on this.

4. Formalise support

If absence persists and voluntary support is not working or being engaged with, then the Attendance Officer will invite parents/carers to a meeting to discuss this and to

clearly explain the consequences of non-compliance. Formalised support may include the use of a parenting contract or education supervision order.

6. Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, attendance may be enforced where necessary through statutory intervention or prosecution to protect the pupil's right to an education.

If, following the schools attempts to intervene there is no significant improvement in attendance and evidence for absence has not been provided if required (for example proof of medical appointments) or parents/carers are refusing to co-operate with Lanchester EP Primary School, we are required to consider referring the issue to the Local Authority for enforcement action.

Roles and Responsibilities

The governing body

The governing body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis

- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Andrew Knighton (Deputy Head) and can be contacted via a.knighton@lanchesterep.net

The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Lesley Sabourn and can be contacted via lsabournschlserv@outlook.com

Class teachers

Class teachers are responsible for recording attendance on a twice daily basis, using the correct codes, and submitting this information to the school office on the morning and afternoon session of the same day.

School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the correct member of staff if required in order to provide them with more detailed support on attendance

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.45am on the day of the absence, and advise when they are expected to return. If the child's absence continues for more than 3 days, another absence phone call will need to be made
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

Attendance Procedures and Absence Processes

Promoting good attendance and punctuality

At Lanchester EP Primary School, we understand that helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff. To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters
- Give parents termly updates for individual attendance
- Report to parents/carers annually on their child's attendance with the annual school report.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Celebrate good attendance by displaying class achievements;
- Share the definition of good attendance regularly with children;
- Reward good or improving attendance through class competitions;

At Lanchester EP Primary School, we recognise the interplay between attendance and wider school improvement efforts, and make it an integral part of our strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions or disabilities, safeguarding, wellbeing, and support for disadvantaged students (including use of pupil premium).

Communication

The school requests that all parents please remember to report and explain the reasons for absence and to make sure your contact and emergency contact details are up to date.

It is vital, that school can contact parents if their child becomes unwell during the school day or in order to discuss the reasons for absence.

The school will analyse absence across the school. As a result of this, some families will receive letters to inform them if their child's absence is lower than it should be if no prior discussion has taken place (unless this is due to, for example medical needs). If we have concerns regarding your child's attendance then we may contact you by phone, letter, invite you to a meeting or make a visit to your home.

As a parent you may identify concerns about school attendance early on if you have seen a change in your child's attitude to school or in their willingness to attend. If this is the case, please share your concerns with us and we can work together to ensure that school attendance doesn't ever need to decline. The quicker that concerns are shared, the quicker they can be resolved.

The school will work with you to discuss ways that we can offer support in finding a way to improve attendance.

On the first day of absence

If a child is absent for any reason, parents or carers are asked to phone the School Office giving a reason for the child's absence. If a child is absent from school and there is no phone call from home then school will phone/text to inform parents/carers that the child is not in school and ask them to provide a reason for this.

Doctors and dentist's appointments should be made outside of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment they need to.

Periods of extended absence

If a child's absence continues beyond **3 days** then parents are requested to notify the school to update them. If a phone call is not received, then the school will contact home to verify the absence and take any relevant action in relation to assuring itself of the child's welfare.

If the school receives no reason for any absence then an unauthorised absence will be recorded. Continued absenteeism and unauthorised absences could result in more formal action.

Absence authorisation

The High Court has confirmed that the school's Head Teacher authorises absences. In some circumstances, the school may request that parent's provide medical evidence to support absences.

We are committed to supporting your child effectively, to ensure that they get the very best education possible and therefore have the best life chances. All challenges made concerning persistent absences, will be handled sensitively and in confidence.

Punctuality:

Lanchester EP Primary School operates a flexible drop off from 8.30 – 8.45am. Registration time is at **8.45am** at which point the pupil entry gates will be locked and all pupils must enter by the main entrance. It is so important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling,

both for children and for the rest of the class. If a child arrives in school after 8.50am (through the main entrance) then a late mark will be recorded in the register (L). Registers will be closed at 9.00am and any children arriving more than 15 minutes after this will be recorded as (U) which is a late after registers close mark and this is classed as an unauthorised absence (a number of these marks can also contribute to more formal action being considered).

If your child is late for school:

All children arriving late at school will be asked the reason for their lateness and this will be recorded on the school's attendance data base (Arbor).

Pupil lateness will be monitored by the School Office Staff in conjunction with the Attendance Officer. If a child is late for school on a number of occasions, the Attendance Officer will contact parents/carers. Support will be offered to parents/carers if they are struggling to get their children into school on time, and staff will work with the family to put a plan together to try and alleviate any issues.

Help & Support

If you need help with attendance, it is important that you contact school about the issues as soon as possible. The quicker we know what the problem is, the quicker that we can work together to solve it and put a plan together which will meet your child's needs and ensure your child can benefit from all that school has to offer. Where needed we can also involve other services to make sure that your child and your family gets the right support, at the right time from the right people.

Leave of Absence in Term Time

Head teachers are only able to grant leave of absence during term time **unless there are exceptional circumstances**. The school will consider each request of absence individually; taking into account the circumstances, such as; the nature of the event for which leave is sought, the pupil's prior attendance and any important events taking place in school at that time.

An application for leave of absence must be made well in advance via a form which is available from the school website or in person from the school office. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school.

A leave of absence is granted entirely at the head teacher's discretion. If an application for leave of absence is not made prior to the time of the required absence, then the absence will be recorded as unauthorised regardless of circumstances.

Please note that absence will not be authorised under any circumstances during any period of public examinations or internal assessments.

Pupils with specific needs

At Lanchester EP Primary School, we understand that there may be many reasons that children are unable to attend school and that some children have specific needs or health issues which mean they are unable to attend school as regularly as children without these needs.

Lanchester EP Primary School will make sure that when looking at the attendance data, we are mindful of the barriers that some children may face, and will apply our procedures consistently and fairly, whilst at the same time considering the individual needs of pupils/ families who have specific barriers to attendance. When promoting and celebrating attendance, we will be mindful of those who may not be able to attend school full time.

Children Missing from Education

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that if you keep school informed of any change of details** and regularly update them if details change. Your child may be at risk of losing their school place if your whereabouts are not known.

It is also important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter**.

Frequently Asked Questions

When can children be absent from school?

When you register your child at school, you have a legal duty to ensure your child attends that school regularly.

This means that your child must attend every day that the school is open, unless:

- Your child is too ill to attend that day.
- You have asked in advance and been given permission by the school for your child to be absent on that day due to exceptional circumstances.
- Your child cannot attend school on that day because it is a day you are taking part in religious observance
- Your local authority is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet; or
- You are a gypsy/traveller family with no fixed abode, and you are required to travel for work that day meaning your child cannot attend their usual school. In most circumstances, however, your child is required to attend another school temporarily during such absences.

These are the only circumstances where schools can permit your child to be absent.

What do I need to do if my child needs to be absent from school for one of those reasons?

You should contact their school as early as possible to explain why. If not, your child's school will contact you on the first morning of their absence to find out why.

All parents can request a 'leave of absence' for their child which gives them permission to be absent from school. Leaves of absence must be applied for before your child will be absent and will only be granted in exceptional circumstances.

Your child's headteacher has the final say over whether to approve the request and how long your child can be absent.

Their decision will be made after considering the specific facts and circumstances behind your request.

Can I take my child on holiday during term time?

Parents should plan their holidays around school breaks and avoid requesting leaves of absence for holidays unless it is unavoidable.

As leave of absence is only granted in exceptional circumstances, it is unlikely that your child's headteacher will agree a leave of absence for a family holiday.

If permission is refused and you keep your child off school on the days requested, you are likely to be committing an offence and be issued a fixed penalty notice or be prosecuted by your local authority.

Attendance Codes for Registers

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed