

LODGE ATTENDANCE AND PUNCTUALITY POLICY

At Lodge Primary School we believe that regular attendance is essential for effective learning and for our pupils to receive a positive experience of school life. It is important too, that children arrive and leave school on time. We encourage our children to treat each other with the respect they deserve and politeness ensuring at all times that Lodge is a good place to learn and to be in. Parents need to know what their responsibilities are, what counts as a valid reason for absence and what action can and will be taken. Parents and pupils need to know that absence and lateness will be monitored and followed up as necessary. Pupils returning from absence will always be welcomed back to school positively; they will be given the appropriate help and support to settle them back into school life.

Aims

- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents and pupils
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To implement a system of rewards and sanctions.
- To promote effective partnerships with the Attendance and Prosecution Service and with other services and agencies.
- To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

ROLES, RESPONSIBILITIES AND EXPECTATIONS

School will:

- Keep records of admission and attendance.
- Be accountable for the level of attendance of our pupils.
- Refer matters of concern to the Attendance and Prosecution Service.
- Contact parents on the same day when reasons for school absence are not communicated.
- Monitor levels of attendance on a weekly basis.

The Home Link Worker will:

- Make first day absence contact with parents through a phone call, which is followed up by text message if no one answers the phone.
- Contact our attendance officer, Mrs Dawn Thompson who will undertake a home visit on the first day of absence when deemed appropriate. However, a home visit will always take place on the second day of absence if no contact can be made with parents to ascertain the reason for the child's absence.

- Undertake a daily late duty in the main reception area (up to 9.15am).
- Maintain an efficient record keeping system.
- Share information with appropriate staff.
- Refer to the Attendance and Prosecution Service any pupil who has ten sessions (five days) of unauthorised absence in any four week period.

Teachers will:

- Mark registers consistently and accurately, reporting any concerns to the Home Link Worker.

Parents will:

- Understand that they have a legal duty to ensure that children receive an education, arrive at school on time and in an appropriate condition to learn.
- Inform the school of any reason for their child's absence or lateness.
- Encourage their children to discuss with staff, any difficulties they are experiencing.
- Provide appropriate evidence on return to school in relation to reason for absence.

The Local Authority will:

- Apply their legal duty to enforce regular attendance through the use of legal action if necessary.
- Designate the Attendance and Prosecution Service to ensure pupils attend school regularly and to offer support to parents and pupils when difficulties arise.
- Designate the Attendance Service to develop a partnership agreement with the school to determine with whom and when it is necessary to intervene.

GOVERNORS will:

- Ensure that there is an Attendance policy in place.
- Ensure the policy is monitored and reviewed regularly.
- Have a complaints procedure where they will meet with children and parents.

CHILDREN will:

- Talk to a friend or adult if they are uncomfortable about anything in school.
- Do their best to attend school on time every day.

PROCEDURES IN SCHOOL

The registers are completed by teachers at the start of the morning and afternoon session. Morning registration takes place at 8.55am. Registers close at 9.10am/1.30pm respectively. Children who arrive after 9.10am are marked as N by the classteacher who may choose to put a short electronic note in the register regarding the absence. The Home Link Worker will insert the correct code as appropriate. She will inform the Attendance Service of regular 'U' codes and refer as necessary.

The tables below explain time lost due to lateness and absence.

Minutes later per day during school year.	Equals days worth of learning lost in a year.
5 MINUTES	3.4 DAYS
10 MINUTES	6.9 DAYS
15 MINUTES	10.3 DAYS
20 MINUTES	13.8 DAYS
30 MINUTES	20.7 DAYS

Days Absent from school		Lessons/hours of learning lost to absence	
1 days absence		5 lessons missed (5 hours)	
3 days absence		15 lessons missed (15 hours)	
1 weeks absence		25 lessons missed (25 hours)	
2 weeks absence		50 lessons missed (50 hours)	
Attendance during one school year	Equals days absent	Which is approximately weeks absent	Which means this number of lessons missed.
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

The Home Link Worker will report to SLT on a regular basis their monitoring in relation to:

Individual class attendance figures

Late children (i.e. twice in one week unless a valid reason is given)

90% and under pupils (PA).

Strategies for PROMOTING GOOD ATTENDANCE:

Every week, children who have 100% attendance and good punctuality will be entered into a raffle to win rewards.

Each half term all 100% pupils will receive a certificate.

At the end of each school term, the pupils with 100% will receive a certificate and a small reward.

At the end of the school year, the pupils with 100% attendance will receive a certificate, sticker, special treat, letter home and a reward.

Attendance figures are sent home to parents every week via the weekly newsletter.

ATTENDANCE AND PROSECUTION SERVICE

There is regular liaison between the LA Attendance and Prosecution Office and the Home School Link Worker. Referrals are made after school intervention has had no significant effect on attendance or punctuality. When appropriate the APO and Home Link Worker will arrange meetings offering help and support to parents/carers, making legal sanctions where necessary.

RECORD KEEPING:

The Home School Link Worker will monitor all pupils who have under 90% attendance on a weekly basis, providing support as necessary to parents/carers. Referrals to the Attendance and Prosecution Service will be made when necessary. All records kept are of a confidential nature and will be shared with those responsible adults as necessary.

AUTHORISED AND UNAUTHORISED ABSENCE

It is essential to be consistent in the definitions used of authorised and unauthorised absence throughout the school. There is a standard system for recording absences especially the codes entered to indicate on what grounds absence haven authorised by the school.

Unauthorised absence is absence without the permission from a teacher or other authorised representative of the school. We will not authorise absences in the following circumstances:

- No explanation is offered by the parents/carers.
- The explanation offered is unsatisfactory, for example, shopping.
- Leave of absence taken without the school's prior consent or knowledge.
- Family holidays in term time.

The DFE introduced amendments to the **Education (Pupil Registration) (England) Regulations 2006** stating that from September 2013 holidays can no longer be authorised in term time by head teachers. Therefore, all holiday/extended leave requests will be unauthorised – code G, and will be referred to the Attendance and Prosecution unit.

In the case of children whose attendance is of concern, the Home Link Worker will advise parents/carers what information is required to ensure that a child's absence is authorised – i.e. medical appointment card, prescription tear off, medicine bottle. In other cases, a note or conversation with parents will suffice. All absences will be consistently monitored.

The Home Link Worker will use discretion and the current level of attendance to determine if any other unauthorised absence is allowed i.e. in the case of sickness and diarrhoea.

PERSISTENT ABSENTEEISM (PA)

Persistent absentees are pupils whose attendance falls below 90%. Referrals will be made to Attendance and Prosecution for children whose attendance is below 90% if there is no sign of improvement and medical evidence for absence can not be obtained.

Children Missing in Education - Deleting Pupils From The Admissions Register

Lodge Primary School has a duty, under section 175 of the Education Act 2002 in respect of our pupils, to investigate any unexplained absences.

The LA also has a duty to safeguard children's welfare, and to cooperate with other agencies in ensuring children's safety.

Why children miss education

The most common reasons for children missing school include:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of school
- Families moving into a new area

In order to ensure accurate data is collected to allow effective safeguarding. We always endeavour to make three points of contact with families to ascertain their location. We always inform the LA of any pupil who will be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system, e.g. home education.
- Have ceased to attend school and no longer live within a reasonable distance of the school.
- Have been permanently excluded.

MONITORING AND EVALUATION

- Parents will be informed of attendance/punctuality via the weekly school newsletter.
- The Home School Link Worker will contact any parent/carer on a regular basis if there is a concern in relation to attendance/punctuality.
- The Governors will be given regular updates by the Head Teacher.

Review: March 2016

Next review: March 2018