

Longshaw Primary Academy

ATTENDANCE POLICY

Attendance Policy Template

Introduction

Here at Longshaw Primary Academy we believe it is of vital importance that our pupils have good attendance at school. This is a successful Academy and all students play their part in making it so. We aim for an environment which enables and encourages all members of the community to be proud to belong and to achieve of their best. For our students to gain the greatest benefit from their education it is vital that they attend regularly and should be at Longshaw on time, every day the Academy is open unless the reason for the absence is unavoidable. It is very important therefore that you make sure that your child attends regularly, and this policy sets out how together we will achieve this.

Regular attendance at school is of critical importance to a child's education. Evidence tells us that the pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment¹. Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence disrupts the learning of others in the same teaching groups by disrupting classroom routines. Ensuring your child's regular attendance at Longshaw is your legal responsibility and permitting absence from Longshaw without a good reason creates an offence in law and may result in prosecution.

Aims

An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. To ensure all leaders, staff, pupils, and parents understand these expectations, and how they apply at Longshaw Primary Academy this policy sets out:

- Section 1: the practical procedures to be followed at Longshaw Primary Academy in relation to attendance
- Section 2: the measures in place at Longshaw Primary Academy to promote regular attendance by its registered pupils
- Section 3: the responsibilities of particular members of staff in relation to attendance
- Section 4: the action to be taken by staff if a registered pupil fails to attend school regularly

Section 1: Practical Procedures

This section sets out the practical procedures to be followed at Longshaw Primary Academy in relation to attendance are as follows:

The attendance and punctuality expectations of pupils and parents

Pupils	Attend school every day to meet their target of 100% attendance Arrive to school on time, arriving by 8.50am.
Parents	Attendance & Punctuality <ul style="list-style-type: none">• Ensure that their child attends school every day and support them in meeting their target of 100% attendance.

¹ [Working together to improve school attendance](#)

	<ul style="list-style-type: none"> • Ensure that their child attends school on time every day. School starts at 8.50am daily and ends at 3.20pm (Reception & KS1) or 3.30pm (KS2). School registers close at 9.05am. <p>Absences</p> <ul style="list-style-type: none"> • Parents should limit their child's absences to cases of genuine illness. • Contact the school office by telephone (0208 529 5693), by 8.00 a.m. on each and every day of absence. • Provide evidence of absences when requested / where necessary to be handed in on the first day of their child's return to school. • Medical appointments should be made outside of school hours. <p>Leave of Absence</p> <ul style="list-style-type: none"> • Parents can request a 'leave of absence' for their child. Leaves of absence must be applied for before their child is absent and will only be granted in exceptional circumstances. Requests will be considered on an individual basis. Forms can be requested from the school office: office@longshawprimaryacademy.org.uk • Book holidays outside of school term dates.
School Attendance Officer	<ul style="list-style-type: none"> • Responsible for maintaining the attendance registers for Longshaw Primary Academy School Attendance and Punctuality Policy. • Take calls from parents regarding their child's absence, checking the validity of the reason • Follow up all unexplained and unexpected absence promptly through first day calling • Email all School staff of any children who are absent along with the reason • Produce weekly attendance reports for the Principal / School BACME officer who monitors the attendance of pupils at Longshaw Primary Academy. • To produce accurate attendance data analysis on a half termly, termly and annual basis. These reports will be a standing item on the SLT agenda. • Monitor the accuracy of registers and use of absence codes • Record details from parental absence letters / phone calls.

There are clear links from this policy to our safeguarding and child protection duties as set out KCSIE.

The Admissions Register (or "school roll")

1. As a school, we are responsible for keeping the Admissions Register up to date. This contains specific personal details of every pupil along with the date of admission or readmission to the school, information regarding parents and carers, and details of the last school attended.

2. We also hold emergency contact numbers for each pupil. It is our policy to hold more than one such number, so that we have options to make contact with a responsible adult should the need arise.
3. A pupil's name can only be lawfully deleted from the admissions register in very limited circumstances.

The Attendance Register

4. The register will be taken at the start of each morning session of each school day and once during the afternoon session. On each occasion, the school will record whether every pupil is present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances.
5. These records will be kept electronically to ensure accuracy and the timely sharing and analysis of information – all of which is critical to ensure good attendance.

Punctuality and Regular Attendance

6. Morning Nursery: Starts at 8.45am and finishes at 11.45am.
7. KS1: The School day starts at 8.50am and finishes at 3.20pm..
8. KS2: The school day starts at 8.50am and finishes at 3.30pm.
9. Class teachers take registers at the following times:
 - KS1 – 8.55am and 1pm daily
 - KS2 – 8.55am and 1.30pm daily

Lateness

10. We expect all our pupils to arrive at school on time every day. Any pupil that arrives after 8.55am, will be marked 'L' for 'Late arrival before the registers close.'
11. If a child arrives after 9.10am will be marked with a U code, or with another absence code if it is more appropriate.

Absence

12. Parents² must contact the school when their child is absent to explain that absence. This can be done as follows

Telephone: 0208 529 5693

Email: office@longshawprimaryacademy.org.uk

Providing the following details:

- full name of pupil;
- pupil's Year group or class;
- Full name of person reporting absence and relation to child;
- Reason for absence.

13. Where a reason for the absence is not received by 9.10am on the day of the absence, the school will within 30 minutes contact the parents on the same day to understand the reason for the absence.

² Throughout this document, the terms 'parent' and 'parents' are interchangeable and apply equally to 'parents and carers' and includes foster parents and social workers where relevant.

14. Where further unexplained absences occur, the school will make further contact with the parent (including foster parents and/ or social workers where appropriate). This should be with the aim of understanding **why** the absence has occurred, and **when** the pupil will return.
15. The correct absence code will be inputted into the Attendance Register as soon as the reason is ascertained.
16. Granting a leave of absence will only be made in exceptional circumstances. Each application will be considered individually considering the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted it is for the Headteacher to determine the length of the time the pupil can be away from school.

To request a leave of absence please follow the procedures below:

- Email the school office providing the following details:
 - full name of pupil;
 - pupil's Year group / class;
 - Full name of person reporting absence and relation to child;
 - Reason for leave of absence request.
 - Evidence / Proof of any event / appointment / occasion

Section 2: Promoting Regular Attendance

This section sets out the measures in place at Longshaw Primary Academy to **promote** regular attendance by its registered pupils.

How the school is promoting and incentivising good attendance	<p>Pupils receive rewards for 100% attendance each half term.</p> <p>Houses and classes are also recognised for good attendance during weekly celebration assemblies and Head Teacher Newsletters – the Attendance Trophy is awarded weekly.</p> <p>We also recognise those pupils with the most improved attendance.</p>
The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.	<p>We monitor whole school attendance data on a regular basis and monitor attendance patterns across year groups and for individuals / pupil cohorts.</p> <p>We investigate the underlying cause of individuals with poor attendance, meeting weekly with the BACME officer (Behaviour, Attendance and Children Missing in Education) to discuss and monitor pupils across the school.</p> <p>The Head Teacher reports on pupil attendance at all Local Governing Body meetings.</p>
Reducing persistent and severe absence	<p>Strategies are put in place for pupils whose attendance is a cause for concern.</p>

	<p>We refer individuals to the BACME officer when:</p> <ul style="list-style-type: none"> • There has been no parental response to communications from the school regarding absence • Attendance continues to be unsatisfactory following contact with parents / carers • There is a concern about unauthorised absence • A pupils attendance has fallen below 90% for which there are insufficient medical grounds <p>We identify and implement strategies to ensure excellent attendance.</p> <p>We liaise with other professionals when appropriate e.g. social workers</p>
Fixed Penalty Notices	<p>It is extremely unlikely that a leave of absence will be granted for the purposes of a family holiday.</p> <p>If leave of absence is not granted and parents still decide to take their child out of school, the absence will be unauthorised. A penalty notice request will be issued by the Local Attendance Officer (BACME).</p>

Promoting and incentivising

17. The School will:

- Treat all pupils and parents with dignity. Our staff will always seek to model respectful relationships to build a positive relationship between home and school that can be the foundation of good attendance.
- Regularly inform parents about their child's attendance and absence levels.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- Make the necessary statutory data returns to the local authority.
- Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.

Data Strategy

- The School understands that as poor attendance is habitual, prevention and early detection is crucial. We will therefore undertake regular data analysis to:

- both identify and provide immediate additional support to pupils and/ or pupil cohorts that need it;
 - look at historic and emerging patterns across the school and develop strategies to address them.
19. The School will typically carry out the following analysis:
- Monitoring and analysing weekly attendance (including punctuality) patterns and trends, including whether there are particular issues for some children on certain days;
 - Half-termly, termly and full-year data analysis of patterns and trends, including analysis of pupils and cohorts, identifying patterns in use of certain codes, days where attendance is typically poor and (where appropriate) subjects with low lesson attendance
 - Benchmarking attendance data (at whole school, year group and cohort level) against Trust-level, local, regional and national data.
20. We will use this analysis to identify pupils who need support so that we can focus staff efforts on developing targeted actions for those students and to identify any common themes to support improvement planning. We will use the data to inform us regarding the impact of school-wide attendance efforts, including any specific strategies implemented, to evaluate approaches or inform action. We will also provide regular attendance reports to class teachers or tutors to facilitate discussions with pupils and to school leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).

Absence reduction strategy

21. We will devise specific strategies to address areas of poor attendance identified through data. This may, for example, include pupils in a year group with higher-than-average absence or for specific groups of students.
22. Data and reports will be shared with the Local Governing Body.
23. As part of promoting regular attendance the school will consider the issuing of Fixed Penalty Notices (see paragraph 33).

Pupils with medical conditions or special educational needs and disabilities

24. The School recognises that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as they are for any other pupil.
25. That said, in working with their parents to improve attendance, we will be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This will include:
- a) Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed.

- b) Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
 - c) Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed. In addition, the school will work with families to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day. Please see the School's SEN policy for further details on SEN support.
 - d) Establishing strategies for removing the in-school barriers pupils may face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
 - e) Ensuring joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance, recognising that such arrangements can be for a limited time only.
 - f) Ensuring data is regularly monitored for these groups including at board and governing body meetings and in Targeting Support Meetings with the local authority so that additional support from other partners is accessed where necessary.
26. Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the local authority. Local authorities are responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education. Please see the School's policy on supporting pupils with medical conditions at school for further information.
27. In all cases, the school will be sensitive and avoid stigmatising pupils and parents; and talk to pupils and parents and understand how they feel and what they think would help improve their attendance to develop individual approaches that meet an individual pupil's specific needs.

Part-time timetables

28. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. Please note that a part-time timetable cannot be used as a reasonable adjustment for SEND, unless this is on a temporary basis and as advised by an external agency e.g., Educational Psychologist.
29. A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. Formal arrangements will also be put in place for regularly reviewing it (minimum monthly) with the pupil and their parents. In agreeing to a part-time timetable, a

school has agreed to a pupil being absent from school for part of the week or day and therefore will treat such absence as authorised. We will of course consider how best to support learning when a child is working on a part time timetable.

Section 3: Particular Responsibilities

This section outlines responsibilities of particular members of staff in relation to attendance.

- The name and contact details of the senior leader responsible for the strategic approach to attendance in school are Mrs J Woods and Mr A Bedwell
office@longshawprimaryacademy.org.uk
- Responsibility for identifying unexplained absences on “day 1” will fall to Ms Elisha Patterson – school office
- Responsibility for identifying further unexplained absences will fall to Ms Lisa Tijani
- Information and contact details of the school staff who pupils and parents should contact about attendance on a day-to-day basis are: Mrs Elisha Patterson – School Office
- More detailed support on attendance can be requested from Mr Bedwell / Mrs Woods

Section 4: Specific Action for Failure to Attend Regularly

This section sets out the action to be taken by staff if a registered pupil fails to attend the school regularly.

30. Where a pupil or family needs support with attendance, it is important that the best placed person in the school works with and supports the family. Wherever possible, we will keep this person consistent.
31. Where a pattern of absence is at risk of becoming, or becomes, problematic the school will draw on these relationships and listen to and understand the barriers to attendance the pupil or family is experiencing. In doing so, the school will take into consideration the sensitivity of some of the reasons for absence and understand the importance of school as a place of safety and support.
32. In the first instance, the school will support pupils and parents by working together to address any in-school barriers to attendance.
33. Where barriers are outside of the school’s control, we endeavour to work together with all partners to support pupils and parents to access any support they may need. As a minimum, this will include meeting with pupils and parents at risk of persistent or severe absence to understand barriers to being in school, agreeing actions or interventions to address them and keeping those actions under regular review in discussion with pupils and families. This may include referrals to services and organisations that can provide support e.g. Early Help. Where absence intensifies, so will the support provided, which will require us to work in tandem with the local authority and other relevant partners, as follows:
 - If the needs and barriers are individual to the pupil this may include provision of mentoring, careers advice, college placements, 1-2-1 tuition or out of hours learning, or where appropriate an education, health and care plan or alternative provision.
 - Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment.

- Where engagement in support is proving challenging, the school will hold more formal conversations with the parents (and pupil where they are old enough to understand). This is likely to be led by the senior leader responsible for attendance and may include the school's point of contact in the local authority School Attendance Support Team. The aim of these meetings will be to clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in future, but will also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences.
- Where voluntary support has not been effective and/or has not been engaged with the school will work with the local authority to:
 - Put formal support in place in the form of a parenting contract or an education supervision order.
 - Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).
 - Issue a fixed penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour. Fixed Penalty Notices are issued by the Local Authority, following periods of unauthorised absence of 3 or more days. The following criteria must be met in order for a penalty notice to be issued:-
 - The school attendance policy must include the use of Fixed Penalty Notices for any unauthorised holidays taken during term time.
 - The school newsletter must inform parents that FPNs are in operation and can be issued for periods of unauthorised absence.
 - A request for leave of absence received from the parent (written or verbal)
 - Correspondence issued to the parent by the Head Teacher (or appropriate representative), refusing the request for absence, confirming the reason for the refusal and warning the parent that an FPN will be issued if the pupil is absent for the given period.
 - Evidence of attendance for the given period signed by the head teacher

There are occasions in which requests for leave of absence have not been made, but there is a suspicion that a pupil is absent due to an unauthorised holiday. In these instances, educational provisions would be expected to investigate the matter by attempting to contact the parent to enquire why the pupil is absent. Correspondence should also be issued to the parent, requesting evidence that would enable the school to authorise the absence and notifying the parent that failure to produce evidence will result in a FPN being issued.

The full penalty of £120 per parent per child is imposed but is reduced to £60 if paid within 21 days of receipt of the notice. Failure to meet the payment within 28 days

could result in the matter being referred to the Magistrates court in accordance with [Section 444 of the Education Act 1996](#).

Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

34. In all cases, the school will monitor the impact of any intervention(s) and make adjustments where necessary in discussion with the pupil, parents and any other partners involved as part of any whole family plan or team around the family. Where interventions are failing, the school will work together with all parties to identify the reasons why and either adjust or change the approach.

Section 5

Local Governing Body (LGB) Responsibilities:

35. The LGB recognises the importance of school attendance and will:
- promote it across the school's ethos and policies.
 - Ensure school leaders fulfil expectations and statutory duties.
 - Regularly review attendance data, discuss, and challenge trends, and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
 - Ensure school staff receive adequate training on attendance.
36. The LGB will also ensure:
- that the attendance policy and its contents are generally made known within the school and to parents of registered pupils at the school, and
 - that steps are taken at least once in every school year to bring the attendance policy to the attention of all those parents and pupils and all persons who work at the school (whether or not for payment).

Approved by Local Governing Body on Date ...10.10.22.....

Implementation DateOctober 22.....

Review Date.....October 24.....