



Attendance Policy

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Signed: _____

Jo Hunter - Chair of Governors

Loving – Learning - Thriving

Lanesend Primary School

Attendance Policy

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1: Introduction and Aims:

At Lanesend Primary School, we are committed to supporting all our pupils so that they attend school regularly and we believe that regular attendance at school is essential for children to achieve their full potential. We value the attendance of all pupils and encourage pupils to see themselves as an important part of school, respecting their own learning and the school.

Every child has the right to a full-time education (*UNCRC Article 28: Every child has a right to an education*) and at Lanesend Primary School, we work closely with pupils, parents and carers to identify the reasons for absence, helping to resolve issues and overcome barriers at the earliest opportunity.

Our school values of '*Loving Learning: Pride – Belonging - Respect*' underpin our commitment to promoting regular attendance. New statutory guidance, 'Working Together to Improve School Attendance' states, '*Good attendance begins with school being somewhere pupils want to be*

and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn'. To 'love learning', children need to be present at school so that they can access learning and missing lessons or arriving late not only disrupts learning, impacting on children's progress and achievements but also puts barriers in place for children to feel a sense of belonging, making it harder to have pride in and respect for their learning.

Research shows that absences from school have an impact on achievement and damage life chances. For example:

- The pupils with the highest attainment at the end of key stage 2 have higher rates of attendance over the key stage compared to those with the lowest attainment.
- At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard.
- For every 17 days missed from school, pupil's GCSE results will go down one grade.
- 90% of pupils who do not attend school regularly and are persistently absent, fail to achieve five or more good grades at GCSE and a third achieve no GCSE's at all.

Lanesend Primary School's Attendance Policy aims to:

- Establish the highest possible expectations for pupil attendance to support pupils achievement;
- Provide a clear framework for monitoring and responding to pupil absence;
- Share roles and responsibilities for attendance;
- Provide clear guidance to parents and carers.

2: Legal Framework

As stated in Working Together to Improve School Attendance (paragraph 10), *'The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. 11.*

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.'

Schools, academies and the Local Authority also have legal obligations to recognise the importance of school attendance and reduce absences, to ensure that the management and improvement of attendance is a key focus and to ensure that every child receives the full-time education to which they are entitled.

3: Promoting Good Attendance and Punctuality:

Attendance is everyone's business at Lanesend Primary School and every member of staff, every parent or carer, every governor and every pupil has a role in ensuring that all pupils attend school as much as possible. Every minute counts and we strive for every pupil to proudly achieve attendance of 100%.

At Lanesend Primary School, we want all pupils to be happy, thriving and excited to come to school on time, every day. We aim to provide all pupils with rewarding and enjoyable learning - to love learning through our rich, carefully planned curriculum.

Our commitment to our values of *Love Learning: Pride - Belonging - Respect*, the basis of our Behaviour Policy, places a firm focus on providing all pupils with a safe and friendly environment where all pupils can be confident that friendship issues, bullying or other issues relating to behaviour or relationships are dealt with promptly and consistently.

We acknowledge and recognise good attendance in many ways:

Pupil Rewards:

- € All pupils achieving 100% attendance for a week will receive a virtual 'raffle ticket' which is then entered into a draw each term to win a grand raffle prize.
- € All pupils achieving 100% attendance for a week will receive a special sticker.
- € Every half term, all pupils who achieve 100% attendance for half a term, receive a special bronze certificate and a bonus virtual raffle ticket.
- € Every term, all pupils who achieve 100% attendance for the whole term, receive a special 'attendance' related stationery and a silver certificate.
- € For all pupils who achieve 100% attendance for the whole year receive a gold certificate and a badge for their lanyard.
- € All pupils who receive a certificate will be featured in the newsletter.

Class Rewards:

- Class attendance is published and celebration weekly in our newsletter, 'Sciurus Novus'.
- The 'winning class' for each Key Stage will receive an extra 5 minutes of play time.
- The overall winning class will receive our magnificent attendance cup for the week.

4: Roles and Responsibilities:

At Lanesend Primary School, we believe that attendance is everyone's business with staff, parents and carers, pupils and governors all having a vital role to play.

We have three members of staff who lead on our attendance strategy:

- **Headteacher and Senior Attendance Lead:** Vickie Sutton
- **Family Liaison Officer and Senior Attendance Champion:** Andrea Flux
- **Attendance and Welfare Administrator** Maddie Dyer

The Headteacher and Senior Attendance Lead's role is to ensure that pupil attendance is prioritised with all stakeholders valuing attendance; establishing an ethos of attendance being 'everyone's business' and building strong positive relationships with parents and carers to work cooperatively. They will work closely with the Family Liaison & Attendance Lead and the Attendance & Welfare Officer to ensure that the systems in place are effective in overcoming barriers to improve attendance, including, where necessary, legal intervention.

The Family Liaison Officer & Senior Attendance Champion's role is to analyse and evaluate pupil's attendance and to work jointly with parents, carers and pupils to improve attendance where pupils are not attending school regularly. They will put appropriate measures in to place to improve attendance, liaising with parents and carers as well as other agencies as needed.

The Attendance and Welfare Officer's role is to record and monitor pupils' attendance and to

communicate with parents and carers in the first instance when pupils are absent. They will also coordinate rewards to promote regular attendance.

Our Senior Leadership Team will:

- Promote the importance and value of regular attendance to parents and carers and pupils;
- Work jointly with families to understand barriers to attendance so that these can be removed;
- Develop and sustain a whole school culture which promotes the benefits of high attendance;
- Have a clear attendance policy which everyone understands which is reviewed annually;
- Ensure that admission and attendance registers are completed accurately;
- Put into place effective day to day processes to follow up absences and monitor these for their effectiveness;
- Regularly analyse attendance and absence data so that pupils who need support are identified and strategies put in place;
- Share information and work collaboratively with other schools, the Isle of Wight Council and other partners when appropriate;
- Be mindful of pupils' absence due to mental or physical ill health or their special needs and disabilities and provide them with additional support.

All Staff will:

- Actively promote the importance and value of regular attendance to pupils and their parents and carers;
- Build positive and strong relationships with parents and carers;
- Contribute to providing all pupils with rewarding and enjoyable learning experiences which encourage all pupils to take pride in their achievements and want to attend school;
- Work collaboratively with colleagues, parents and carers and other agencies to support them to overcome barriers which have been identified;
- Ensure that registers are completed accurately and on time;
- Contribute to evaluation of our school's strategies.

The DCAT Board and our Local Governing Body will:

- Recognise the importance of school attendance and promote it across the school's ethos and policies;
- Ensure leaders fulfil expectations and statutory duties;
- Regularly review attendance, discussing and challenging trends and helping leaders to focus improvements efforts on those who need it most;
- Ensure staff receive adequate training on attendance;
- Share effective practice on attendance management and improvement.

The Local Authority will:

- Rigorously track local attendance data to devise a strategic approach to attendance;
- Provide a school attendance support team;
- Monitor and improve the attendance of children with a social worker;
- Provide additional services to schools;
- Work with cross-border pupils.

Parents and Carers are asked to:

- Support their children to attend school regularly;
- Avoid unnecessary absences;
- Take an active interest in their child's learning;
- Contact the school using the procedures in place when their child is absent;

- Contact their child's class teacher if their child is experiencing difficulties with any aspects of their school or home life;
- Support the school in building positive relationships;
- Maintain effective routines at home to support regular attendance;
- Inform the school if their contact details change;
- Follow the absence procedures outlined below;
- Attend any meeting requested to discuss attendance concerns.

Pupils will:

- Be aware of the attendance policy and the value that everyone puts on regular school attendance;
- Speak to their class teacher or another trusted member of staff if they are experiencing challenges at school or home which may affect their attendance;
- Follow the school's procedure if they arrive late.

5: Absence Recording:

Attendance is recorded twice a day in school: once in the morning and once in the afternoon. When children are absent, they are recorded as authorised or unauthorised using codes which are defined and regulated by the DFE (see Appendix A).

Authorised Absence - Leave of Absence:

There are certain situations where schools may approve a leave of absence for a pupil. Examples of leave of absences which may be authorised are:

- Medical or dental appointments which cannot be made outside of school hours. Pupils should be out of school for the shortest time possible to attend the appointment and parents and carers should have the school's agreement in advance of the appointment.
- Religious observances which will be considered where the pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). Advance notice should be given to the school wherever possible.
- Exceptional circumstances. Working Together to Improve Attendance states: '*Generally, need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.*' The decision to authorise a leave of absence in exceptional circumstances lies with the Headteacher. Leave of absence for exceptional circumstances must be requested in advance by a parent or carer the pupil normally lives with.

Authorised Absence – Illness:

An illness which means the pupil is too poorly to attend school is also authorised. Parents and carers must contact the school to inform them of their child's absence before 9am by calling the school.

Unauthorised Absence:

An unauthorised absence will be recorded when:

- The school has not granted leave for a holiday and the pupil is absent for the purpose of a holiday;
- Where no reason for absence is established or the school is not satisfied that the reason

given is one that would be recorded using one of the codes statistically classified as authorised.

- A pupil arrives after the register has closed but before the end of the session.
- A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

6: Absence Procedures

Parents and Carers: should only allow their children to miss school if they are either too ill to go in or they have received advance permission for a leave of absence. When there is an unplanned absence, the procedure which needs to be followed is:

- **Day 1:** Parents must phone the school's as soon as possible on the first day of absence and not later than 9am.
- **Continued days of absence:** Parents should continue to phone the school on every day of absence until the child returns to school.

When the child returns to school, a written reason should be given to school which details the nature of the illness.

The school: will make contact with parents and carers if no reason has been given for a child's absence by 9am. If no contact is made after repeated attempts, a home visit may be carried by members of our TAC team in line with our Safeguarding Policy.

After three days of absence with no contact from parents, the school is required to start child missing in education procedures as set down by Isle of Wight guidance. We will make all reasonable enquiries to establish contact with parents and the pupil, including making enquires to known friends, wider family and a home visit will be conducted.

After 10 consecutive days of absence, we have a legal duty to report the absence of any pupil who is absent without an explanation. If the child is not seen and contact has not been established with the named parent, then the local authority is notified that the child is at risk of missing. Children's Services staff will visit the last known address and alert key services to locate the child.

The school may:

- Write to parents and carers to highlight attendance or punctuality issues;
- Invite parents and carers to school to a School Attendance Meeting to discuss how the school can support improved attendance;
- Make referrals to the Education Inclusion Service to offer support, advice and guidance;
- Refer to the local authority to consider issue a penalty notice or consider prosecution as a last resort after all other interventions have failed;
- Refer to an appropriate external agency such as Children's Social Care where there are safeguarding concerns.

7: Persistent and Severe Absence

Pupils become persistent absentees if they miss 10% or more of schooling, whatever the reason for their absence: authorised or unauthorised. Being absent persistently leads to educational disadvantage, leading to gaps in children's learning.

Severe absence is when more than 50% of sessions are missed and presents a significant concern.

The school monitors all absence thoroughly and all attendance data is shared with the Trust, the

Local Authority and the Department for Education. Persistent absenteeism will be monitored closely by the Attendance Team who will invite parents and carers to a school attendance meeting (SAM) to address the reasons for absence with the aim to improve the child's attendance.

If attendance does not improve, then legal measures for non-attendance may be pursued.

8: Requesting a Leave of Absence

Parents and carers who wish to request a Leave of Absence to withdraw their children from learning, need to contact the school office at the earliest opportunity. The request will be considered by the Headteacher and a response given as soon as practical.

9: Reduced Timetables

Schools have a statutory duty to provide full-time education to all pupils and Lanesend Primary School is committed to this. In very exceptional circumstances, a temporary part-time timetable may be put into place to meet the needs of individual pupils. Part-time timetables are not a long-term solution after which time, the pupil will be expected to return to school full-time or alternative provision sought. Part-time timetables are put into place with the agreement of parents and carers and with the advice of relevant professionals. This intervention is used only as part of a comprehensive package of support for the pupil and will be reviewed regularly.

The Education and Inclusion Service will be informed when a part-time timetable is put into place.

10: Supporting Children with Medical Conditions

Lanesend Primary School recognises that some children may have high absences due to medical conditions. Our 'Supporting Children with Medical Conditions Policy' sets out our approach to children with such needs.

11: Punctuality

Pupils who are consistently late are disrupting not only their own education but also that of other pupils.

- School begins at 8:30 with both school gates open from 8:20 – 8:30.
- The register closes at 8:40.
- If pupils arrive between 8:30 and 8:40 they will be recorded as late. They will enter the front gate and will be signed in by parents / carers at the gate. They will then enter the school via the school reception with school staff. The reason and the minutes late are recorded on SIMS, the school information management system.
- If pupils arrive after 9:00am, this is recorded as an unauthorised absence. Children need to enter school through the school reception where parents/carers will need to give a reason for lateness and sign their child in. The reason and the minutes late are recorded on SIMS, the school information management system.

When lateness is taking place regularly, parents will be invited into school for an attendance meeting which will be recorded on the '**School Attendance Meeting Record**'.

If children are frequently arriving late, the parent is committing an offence by failing to ensure that the child is receiving full time education and the parent may therefore be issued with a

penalty notice or prosecuted under the Education Act 1996, Section 444.

12: References and Related Policies:

[Working Together to Improve Attendance](#), DFE August 2024

[Children Missing Education](#), DFE August 2024

[Keeping Children Safe in Education](#), DFE September 2023

[Education Act](#), 1996 and 2002

[School Attendance Regulations](#), 2024

[Exclusion and Suspension Policy](#) 2023

[Safeguarding Policy](#) 2024

[Supporting Children with Medical Conditions Policy](#) 2023

[Isle of Wight Code of Conduct](#) 2024

[Isle of Wight 'School Attendance' Website link](#)

[The Education Hub Website Link](#)

Appendix A - Attendance Codes:

CODE	DESCRIPTION	MEANING
/	Present (AM)	Attending
\	Present (PM)	Attending
B	Attending any other approved educational activity	Attending
C	Leave of absence for exceptional circumstance	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence
D	Dual registered at another school	Not a possible absence
E	Suspended or permanently excluded	Authorised absence
G	Holiday not granted by the school	Unauthorised absence
I	Illness (not medical or dental etc. appointments)	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
K	Attending education provision arranged by the local authority	Attending
L	Late arrival before the register is closed	Attending
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
P	Participating in a sporting activity	Attending
Q	Unable to attend the school because of a lack of access arrangements	
R	Religious observance	Authorised absence
S	Leave of absence for the purpose of studying for a public examination	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
U	Arrived in school after registration closed	Unauthorised absence
V	Attending an educational visit or trip	Attending
W	Attending work experience	Attending
X	Non-compulsory school age pupil not required to attend school	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance

Y4	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance
Z	Prospective pupil not on admission register	Code not collected
#	Planned whole school closure	Code not collected

Appendix B – Leave of Absence – Unauthorised Absence Letter with request for LOA



Dear **Parent/Carer Name(s)**,

RE: ABSENCE DURING TERM TIME – PUPIL NAME (DATES OF ABSENCE)

Thank you for your completed leave of absence form requesting **[pupil name/s]** absence from school between **[date absent]** to **[date absent]** for the purpose of a family holiday.

I am writing to advise you that the absence is considered unauthorised. This decision is in line with the School Attendance framework as defined by the Department for Education which state that Headteachers may only authorise absences from school in exceptional circumstances; which would largely be of an unforeseen or emergency nature.

Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. As a family holiday is not an exceptional circumstance this absence will be referred to the Local Authority and you may be issued with a Truancy Penalty Notice (TPN) in accordance with the Local Authority's procedures in respect of leave during term time.

Please note that a Truancy Penalty Notice is issued by the Local Authority to **each parent/carer** for **each** child taken out of school. A Truancy Penalty Notice is £160 which is reduced to £80 if paid within the first 21 days for an initial period of unauthorised absence. **A second Truancy Penalty Notice issued within three years is not eligible for the reduction to £80** (from August 2024). Thereafter if the Truancy Penalty Notice remains unpaid after 28 days this may result in legal action be taken against you.

Please note that for absences in excess of 15 days (30 sessions) prosecution under Section 444 Education Act 1996 may be considered, in accordance with the IW Council's Code of Conduct which can be found at <https://www.iow.gov.uk/schools-and-education/school-attendance/family-holidays-and-school-holidays/>

If you would like to discuss the matter further, please do not hesitate to contact me on **Phone Number**.

Yours sincerely

Appendix C – Leave of Absence – Unauthorised Absence Letter without request for LOA



Lanesend Primary School

Love Lane
Cowes
Isle of Wight
PO31 7ES
01983 293233

Admin@lanesendprimary.co.uk

RE: ABSENCE DURING TERM TIME – PUPIL NAME (DATES OF ABSENCE)

Following the absence of [pupil name/s] from absence from school between [date absent] to [date absent] and having not received a request of leave before-hand, I am writing to advise you that the absence is considered unauthorised.

This decision is in line with the School Attendance framework as defined by the Department for Education which states that Headteachers may only authorise absences from school in exceptional circumstances; which would largely be of an unforeseen or emergency nature.

Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. As a family holiday is not an exceptional circumstance this absence will be referred to the Local Authority and you may be issued with a Truancy Penalty Notice (TPN) in accordance with the Local Authority's procedures in respect of leave during term time.

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If you would like to discuss the matter further, please do not hesitate to contact me on **Phone Number**.

Yours sincerely