

Our School Values

Resilience

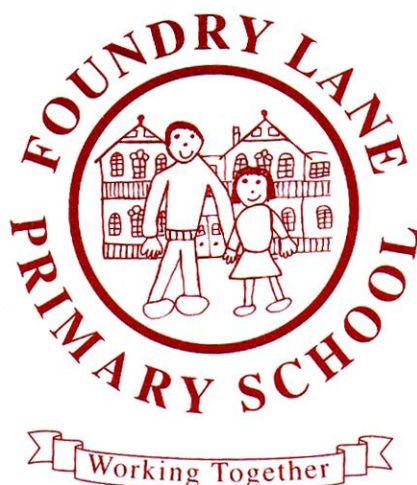
Creativity

Kindness

Community

Critical Thinking

Independence



Attendance and Lateness Policy

If you would like to see a signed copy of this policy or speak to a member of staff about its contents, please contact the School on 02380 774814 or at info@foundrylaneprimary.co.uk

This policy was adopted in: February 2023

This policy is to be next reviewed in: February 2024

This policy will be reviewed by: Resources Committee

The Senior Leader responsible for the monitoring of this policy is : Assistant Headteacher for Inclusion

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

Our Vision

Our inclusive environment acknowledges and respects children from diverse families and cultural backgrounds where everyone feels they belong. We provide a rich and engaging school experience through inspiring, motivating and challenging our pupils to believe in themselves and to raise and expand their aspirations.

Content	Page Number
Statement of intent	3
Promoting regular attendance	3
Promoting punctuality	3
Understanding types of absence	4
Persistent absenteeism	4
Roles and Responsibilities	5
Absence reporting procedures	5
Requesting authorised absence	5
Retention of records	6
Monitoring and review	6

1. Statement of intent:

Foundry Lane Primary School is committed to the continuous raising of achievement for all its children. We recognise and promote excellent attendance as it is vital for raising standards and pupil attainment.

This policy underpins our school ethos to:

- Promote children's welfare and safeguarding
- Ensure every child has access to the full time education to which they are entitled
- Ensure that every child succeeds while at school; and
- Ensure that children have access to the widest 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 are on time every day except in exceptional circumstances. **Data clearly shows that pupils who have higher attendance perform better in school and achieve at a higher level in end of Key Stage assessments.**

Any absence that affects the pattern of a child's schooling will seriously affect their learning and cause disruption to the learning of others.

It is the legal responsibility of every parent/carer to make sure that their child receives full time education either by attendance at a school or through elective home education.

2. Promoting regular attendance:

Helping to create a pattern of regular attendance is everybody's responsibility – parents, carers, children and staff.

To help us all to focus on this we will:

- Give parents / carers details on attendance in our newsletters
- Report to parents / carers annually on their child's attendance with the annual school report
- Celebrate good attendance, through assemblies and by giving rewards each week to the highest achieving class

If your child is not seen by staff and contact has not been established with you or any of the named parents/carers/emergency contacts after three days of absence the school will treat this as a safeguarding situation and will start child missing in education procedures. We will make all reasonable enquiries to establish contact with parents and the child including making enquiries with known friends and wider family and making home visits if necessary.

Impact of attendance on a child's time in school

Attendance Figure	Days absent in a school year	School time lost by the end of Year 11 if this attendance is repeated each year of a child's education
100%	0	0
95%	10	$\frac{1}{4}$ of a year
90%	20	$\frac{1}{2}$ a year
85%	30	$\frac{3}{4}$ of a year
80%	40	A whole year

3. Promoting Punctuality

Frequent late arrival at school can be just as disruptive to a child's learning as non-attendance. In order to promote punctuality we will:

- Give parents / carers information about the potential effects of poor punctuality
- Open the gates 20 minutes before lessons begin in order to give families a window in which to arrive
- Record and monitor the extent to which children arrive late at school between 9.00 and 9.30

- Inform parents if their child has been late (between 9.00 and 9.30) on more than 6 occasions in each term or total 30 minutes or more and discuss how this can be addressed
- Record a child as having had an unauthorised absence if they arrive after the registers have closed at 9.30 without authorisation
- Unauthorised absences due to late arrival can contribute to the issuing of a fixed penalty notice

4. Understanding types of absence:

Every half day absence from school has to be classified by the school as either Authorised or Unauthorised. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for illness, hospital appointments, emergencies or other exceptional circumstances. The amount of time absent from school should be kept to the minimum possible and in most circumstances only one day will be authorised for exceptional circumstances. If a child's attendance drops below 95% the school will no longer authorise absence, with the exception of significant illness, bereavement and urgent medical appointments with proof of appointment.

Unauthorised/unexplained absences are those which the school does not consider reasonable and for which no valid reason or authorisation has been given. This type of absence can lead to the local authority using sanctions and / or legal proceedings.

This includes:

- Parents / carers keeping their children off school unnecessarily
- Any absence where the child's attendance falls below 95% and no reasonable evidence can be given
- Children not attending as a result of parental illness / child care issues / work commitments
- Children who arrive late after the register has closed (9.30 a.m.)
- Truancy
- Unexplained absences
- Day trips and holidays
- Birthdays and treats

A school can, if necessary, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents and carers. An example of this would be where a parent states that their child is absent due to illness, but on their return to school there is evidence that they have been on holiday.

5. Persistent Absenteeism (PA):

A child becomes a persistent absentee when they miss 10% or more schooling across the school year for whatever reason. As a school we will monitor all absences and the reasons given thoroughly. In the case that a pupil is seen to have reached the PA mark or is at risk of doing so, we will inform the parents / carers by letter.

PA pupils are tracked and monitored carefully alongside academic tracking where absence affects attainment.

Attendance of our persistently absent pupils is discussed with the EWO at termly attendance audits. Allocation of additional support through the school nurse and or a formal referral to the Education Welfare team may be actioned where needed.

6. Roles and Responsibilities

The Headteacher will:

- oversee, direct and co-ordinate the school's work in promoting regular and improved attendance
- ensure the Attendance Policy is consistently applied throughout the school

The Assistant Headteacher for Inclusion / Business Manager / Attendance Officer will

- monitor the day to day application of the policy
- carry out and monitor daily attendance recording and monitoring
- identify patterns of attendance that might impact on a child's performance in school
- liaise with the local authority Education Welfare Officer and legal department

Senior Leaders will:

- promote good attendance and punctuality throughout the school
- provide pastoral support for pupils/families whose attendance/punctuality is impacting on wellbeing and/or school performance

Class Teachers will:

- ensure that all pupils are registered accurately
- promote and reward good attendance when appropriate
- liaise with senior leaders on matters of attendance and punctuality and communicate any concerns or underlying problems that may be impacting on a child's attendance

Parents/Carers will:

- Inform the school on the first day of absence and keep the school updated on subsequent days
- Discuss any planned absence with the school, well in advance
- Support the school with their aim of achieving as close to 100% attendance as possible
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request leave in exceptional circumstances

7. Absence reporting procedures:

If your child cannot attend school for any reason, you should call the office as soon as possible on 023 80774814 and use option 1 to leave a message stating your child's:

- name
- class
- the reason they are not coming to school

If your child is not in school and you do not call giving a reason, you will be called by our automated Truancy line asking you to contact the school.

8. Requesting Authorised Absence

The Headteacher will only authorise absence in exceptional circumstances. It is for the headteacher to determine the length of time a pupil can be authorised to be absent from school in each specific circumstance. A day trip, family holiday or birthday/treat are not exceptional circumstances and so will not be authorised.

Parents must apply for leave of absence in advance by completing the form available from the school office or on the school website.

Medical / Dental Wherever possible, medical and dental appointments should be arranged outside of the school day and your child should attend either the morning or afternoon session prior to or after the appointment. Where this is not possible, please provide a letter or appointment card or text confirming the appointment.

Illness If your child is too ill to attend school you will need to call the school (as per the above). We would welcome your child to arrive later rather than missing a whole day possibly after having some medication.

Other All other reasons would require an application for leave of absence. Contact the school office for an application form.

Parents have a legal duty to ensure their children have regular and punctual attendance at school.

9. Retention of Records

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for 7 years. Computer registers will be preserved as electronic back-ups.

10. Monitoring and Review

This policy is monitored on a day-to-day basis by the Business Manager and Assistant Head for Inclusion and the Headteacher. The Headteacher reports to governors about the effectiveness of the policy through the Headteacher's reports to Governors.