



Langton Primary School

Pupil Attendance Policy

**Adopted by: Full Governing Board
Autumn2 2023**

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1 [Introduction](#)

All children of compulsory school age have the right to receive a full time education regardless of age, aptitude, ability and any special needs. For children registered with Langton Primary School it is the responsibility of their carers to ensure that they attend school. It is the school's responsibility to monitor attendance and where necessary provide support to pupils and carers to address any resulting concerns.

For the purposes of this policy 100% attendance means that a child has been under school supervision between the official start and end times of the school day on every day the school is open for teaching. This includes attendance at off-site activities (e.g. residential trips), any required remote teaching and the completion of assigned work where this is part of an agreement for authorised absence.

The policy deals with two main elements of attendance, punctuality and absence.

2 [Punctuality](#)

2.1 Rationale

Punctuality refers to children being on the school premises for the start of the official school day. Punctuality will:

- develop an important life-skill
- assist in effective management of the school day
- demonstrate respect for staff who have responsibility for the safeguarding of the children
- ensure a correct record of attendance to meet fire safety regulations and manage other emergencies

2.2 [Managing Punctuality](#)

KS1 pupils not attending Breakfast Club should be on the school premises by the start of school day at 08.45 but no earlier than 8.35 as the playground will not be supervised before then. KS2 pupils should be on the school premises by 08.55, but no earlier than 08.35. Attendance will be registered each day at 8.50 for KS1 pupils and 09.00 for KS2 pupils. Afternoon registers will be taken at 12.50 and at 13.00 respectively. Registration provides an important opportunity for staff to check the health and well-being of the children. A correct register is also essential for ensuring the children's safety in emergencies.

At 8.45, the EYFS and Key Stage 1 children are accompanied into school by their teachers to prepare for the school day. At 8.55, the Key Stage 2 children are accompanied into school for the start of their day.

Children arriving on the school bus go down on to the main playground where they are supervised by a teacher from 08.35

If a pupil arrives after 9 am, the person bringing them should take them to the main office and sign the late book which records name, class, time of arrival and reason for lateness. Staff are aware that any child arriving late MUST report to the office to ensure inclusion in the register for safety purposes.

The registers are legal documents and the school may be asked to produce them in any judicial proceedings. All late arrivals are shown as either authorised or unauthorised using the symbols provided in the Local Authority guidelines. Registers close at 9.00 for KS1 and 9.10 for KS2. Children arriving between the time to come in and register closure will be marked as Late. Children arriving after registers close will be marked with a U (unauthorised late) unless there is a valid reason, e.g. medical appointment.

2.3 Monitoring Punctuality

The school recognises that pupils may occasionally arrive late due to unforeseen circumstances, e.g. transport disruption. The Business Manager will monitor registers and, together with Head Teacher, will review the punctuality of all pupils half-termly and identify any children causing concern through persistent lateness. Initially we will communicate with the pupil's carer to explain the concern, request corrective action and offer support if this is required. The child's punctuality will then be monitored and there is insufficient improvement the carer will be invited to meet the Head Teacher who will discuss the problem and offer support in addressing it. If attendance remains a cause for concern, a formal letter is written to the parents from the school. This can be elevated to involve the LA if required.

3 Absence

3.1 Rationale

Irregular attendance can seriously disrupt the continuity of learning and undermines educational progress leading to underachievement and low attainment. It can also impede a child's social development, for example by limiting the opportunity to develop friendship groups within school.

Absence may be for any of the following:

- not being supervised by school staff for the full school day, e.g. temporary removal and leaving early
- not attending school without prior notice
- not attending school without school's prior approval for absence

3.2 What is expected of Langton Primary School?

Staff at Langton School consider it a priority to promote and monitor the regular attendance of all their pupils including the need to meet legal requirements and apply Local Authority rules and guidance. They are also aware that there may be occasions

where the best interests of a child or family require absence from school and will be supportive and sympathetic where this is the case.

For this purpose attendance is monitored and reasons for absence are recorded promptly and consistently.

We will encourage our pupils to maintain a high level of attendance by:

- creating a safe and secure environment where they feel valued, enjoy learning and can achieve their full potential
- promoting opportunities to celebrate and reward pupil's successes and achievements including good attendance
- working with carers to provide support for special needs that might otherwise result in non-attendance.

We will encourage open communication between school and home in supporting good attendance by:

- making clear the expectation and value of good attendance¹
- developing a range of effective strategies to support children and families where poor attendance is a problem
- working with families to identify the reasons for their children's poor attendance, understand their needs and provide support, advice and guidance to address the concerns

Where a long term or frequent absence is unavoidable (e.g. due to illness, the need to isolate or for regular treatment or therapy), the school will agree with the family the best ways to minimise the educational impact and manage reintegration when normal attendance can be resumed.

3.3 What is expected of families?

Our families should: -

- recognise that their child's achievement at school depends on good attendance
- understand their obligation to ensure attendance
- be aware of curriculum requirements and recognise key academic times such as SATS and the first two weeks in the new school year that are an important settling in time
- ensure their child arrives at school on time, properly dressed, with the right equipment, and ready to learn
- understand that children must always remain in school during school hours unless permission has been given by school for them to leave the premises (which must be under supervision)
- support their child and recognise their successes and achievements
- work with the school where attendance is identified as a problem

¹ New parents will be made aware of this policy and the newsletter or email will be used as required to update information

3.4 School Procedures for Managing Absence

3.4.1 Absence during part of the school day

There may be occasions when a child needs to be absent during the school day or leave school early, e.g. for a hospital appointment. Carers should advise school as soon as possible the date and time of the absence, who will be collecting them and whether they are expected to return. The class teacher will be advised. The person collecting and returning the child must sign the absence book.

3.4.2 Unplanned Absence

If an absence is unplanned families must telephone school by 09.10 on the first day of absence providing a reason and likely timescale. If the school is not notified a member of staff will contact the carer for this information. Carers must provide a reason for non-attendance when requested. The school will then decide if this meets the criteria for authorised absence.

3.4.3 Planned Absence

Where an expected absence is identified the Education regulations state that applications must be made in advance by a carer with whom the child lives. Carers should make a request as far in advance as possible, preferably no later than 6 weeks before the start of the period being requested (*See Appendix 1*). Each application will be considered individually and discussed with the Head Teacher and staff where necessary, for example to arrange support for learning during the absence.

3.4.4 Authorisation of Absence

The Head Teacher will always give fair consideration to any requests, or reasons given, for absence. Carers must understand, however, that:

- the school has a duty to ensure maximum attendance
- they cannot demand a leave of absence by right
- they must provide the school with a reason for absence with supporting documents where required
- the school is not obliged to accept an explanation for absence where there is reason to doubt its validity.
- Head Teachers are not expected to class any term time holiday as authorised absence
- the Head Teacher's decision is final
- taking a child on leave without the permission of the school may result in a penalty notice fine for unauthorised absence

Any decision to authorise absence (planned or unplanned) will be made within the guidelines set out in the 1996 Education Act which identifies the following acceptable reasons for absence:

- the child is ill or is prevented from attending school by an unavoidable cause
- the child lives distant from the school and either the LA has failed to make appropriate arrangements to register the child at a nearer school or failed to make appropriate transport arrangements
- the child is absent on days exclusively set apart for religious observance in their faith.
- the child is absent with "leave" due to exceptional circumstances, examples being:

- service personnel returning from active deployment
- where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy of their employer: this would need to be evidenced by the production or confirmation from the employer
- where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems - evidence must be provided
- when a family needs to spend time together to support each other during or after a crisis

This is not an exhaustive list and the Head Teacher will consider the individual circumstances of each case. Where a Head Teacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the Local Authority for advice.

3.5 Managing Absence

The Head Teacher is required to address any unauthorised absences and frequent unplanned absences. She will address any sudden deterioration in attendance as it arises.

The Business Manager will monitor absence and, together with Head Teacher, will review the attendance of all pupils half-termly and identify any children with persistent absence. The action taken will depend on the overall attendance record, reasons for absence and, if relevant, punctuality:

- 90% to 95% - carers will be contacted with an initial letter to explain the concern and encourage improved attendance by, for example, arranging medical or dentist appointments outside school hours
- 85% to 90% - a second letter to carers will inform them that attendance needs to improve, and support will be offered to achieve this. The pupil's attendance will then be monitored. If attendance does not improve the carer will be invited to attend a meeting with the Head Teacher and other appropriate staff to address the issue. If the carer does not attend the meeting or if there is no improvement after the meeting, the school will move to Stage 3 of the Local Authority attendance guidance.
- below 85% - The above process will be followed initially, but if attendance does not improve a referral will be made to Local Authority to move to Stage 3. The Business Manager and Head Teacher will monitor attendance daily and make regular contact with the family. Contact is made via a formal letter and meetings in school as required.

Appendix 1 Start of the day procedures.

Our Key Stage 1 pupils come into school at 8.45am, with their class registers being completed by 9.00am. Key Stage 2 pupils come into school at 8.55am, and their registers are completed by 9.10am. The registers are taken on our online MIS system, ScholarPack. By 9.30am, the School Business Manager has checked the register, established which pupils are absent and attempted to locate evidence of parental contact. This is usually either a phone call/message; an email or a note sent in via a sibling or close relative.

By 9.45am, school has attempted to make contact with the parents/carers of any absent pupil who hasn't been in touch with the school.

In the rare occasion that parents/carers can't be contacted, all other pupil contacts will be contacted, in order, to try to ascertain a reason for absence and to complete a welfare check.

By 10.30am, if no contact is still forthcoming for an absent pupil, the SBM will alert the Headteacher (or Deputy DSL in their absence). This senior member of staff will arrange for a welfare check to be carried out at the pupils' home.

By 12.00pm, if no contact has still not been made, the issue will be referred to the Police.

Appendix 2 Application Form for Pupil Leave of Absence During Term Time

Name of pupil(s):

School:

Class(es):

Address:

Telephone No:

Siblings (if different school) Schools attending:

I request permission for my child to be absent from school

From.....To.....

Total school days.....

Exceptional circumstances for request:

(this section must be answered in full and against stated criteria)

Signature of
parent/carer.....Date.....

For school use only

Seen by Head Teacher
(signature).....Date.....

Decision
reached.....

Date reply returned to parent(s).....