

**Lydbrook Primary School**  
**(including Robins Nursery)**

*Where anything is Possible*

**ATTENDANCE POLICY**

<b>Policy Reviewed:</b>	<b>Bi-Annually</b>
<b>By:</b>	<b>Full Governing Body</b>
<b>Agreed:</b>	<b>February 2023</b>
<b>Next Review:</b>	<b>Spring 2024</b>

**Related Policies/Documents:-**

- Child Protection and Safeguarding Policy
- Teaching and Learning Policy
- Behaviour Policy

**1. Introduction**

Lydbrook Primary School encourages positive behaviour and good attendance. For children to gain the most from their education it is important that they attend regularly.

The level of attendance Lydbrook School and its Governors would like to achieve is 100% and it is proven that good attendance is one of the keys to successful learning.

Attendance and punctuality are monitored by the Headteacher and the Governors during the academic year showing any areas that need to be improved. All pupils should attend school for every session available to them, unless the reason for their absence is one that meets the schools criteria for authorising absences.

**2. The Law**

The law says that:

- Parents of children of compulsory school age are required to ensure that their children receive suitable full time education;
- the Local Authority must ensure that parents fulfil their legal obligations regarding their children's education;
- Maintained schools must allow the LA to inspect their registers.
- Schools must report to the LA pupils who fail to attend regularly.
- **"Parent"** means all natural parents, whether they are married or not, any person who has parental responsibility for a child or young person or any person who has care of a child or young person.

### **3. Responsibilities**

#### **Promoting Attendance**

Creating a positive pattern of attendance is the responsibility of:-

- Parents
- Pupils
- School Staff

#### **Encouraging Attendance**

- Attendance information must be given to parents/carers at least once a year.
- Percentage records of attendance provided with annual reports.
- Contact with parent/cares if attendance falls below school target.
- Good and improving rewards
- Pupils should attend regularly and on time, appropriately dressed and equipped and in a fit state to learn

### **4. Definitions**

#### **4.1 Attendance explained**

Each day is marked by two half day attendance, morning and afternoon. These will be marked as follows:-

L	Late before 9.30 am
V	School Visit
P	Sport Event
B	Educated off site
D	Dual registration
G	Holiday not agreed
F	Holiday extended
I	Illness
M	Medical
#	Enforced closure eg. Snow day
C	Authorised
E	Excluded
O	Unauthorised
U	Late after 9.30 am
N	No reason given

## 4.2 Examples of authorised absence

- Illness
- Emergencies and other unavoidable circumstances
- Medical appointments – Doctors, Hospital, Dentist, Opticians – Parents are however encouraged to make these appointments outside school hours where possible

## 4.3 Examples of unauthorised absence

- Day trips or holidays in term time (unless authorised due to exceptional circumstances).
- Child being kept off school, no reason given
- Truancy
- Shopping trips, birthdays
- One child ill – whole family kept at home.

## 4.4 Holidays in term time

The law (The Education (Pupil Registration) Regulations 2006) states that parents/carers do not have a right to take their child (ren) out of school for a holiday in term time. The Education (Penalty Notice) Regulations 2007 further strengthen the duty on Local Authorities and schools to address the issue of non-attendance robustly. The Headteacher has a discretionary power to authorise a family holiday during term time if they believe that the circumstances are truly exceptional and warrant it. Any applications for holidays during term time should be made using the Request for Absence form (Appendix 1). Each request will be considered sensitively to ensure that the best interests of the child(ren) are met. If a holiday request is refused but the holiday is still taken and the pupil does not attend school during the dates requested, the absence will be unauthorised. Where a request is granted but the parent/carer keeps a child away for longer than was agreed, any extra time is recorded as unauthorised.

## 5. Procedures

### Parents/carers must follow the procedures listed below:-

- Contact the **school office** before 9.15 am on the first day of absence, stating reason for absence and expected duration.
- Further contact with school should be made if the expected date of return is delayed.
- Contact can be made by telephone to the school office during school hours, a message left on the answering machine outside of school hours or in person at the school office.

### Lydbrook School will:-

- If no contact has been made by 9.15 am telephone/text parent/carer asking for reason or explanation of absence and the expected duration of absence.
- If no contact can be made or no explanation is forthcoming this will be treated as an unexplained absence and will be followed up by the Headteacher.

- Refer the absences to the Local Authority

## 6. Persistent Absence

A pupil becomes a persistent absentee when they miss 10% or more of the academic year and these absences are having an impact on a child's education and the school needs parental support to help and monitor these situations in order to resolve them.

Lydbrook School will monitor all attendance; parents will be informed if attendance starts to cause concern. The following procedure will be implemented:-

- Attendance below 96% - enquiry will be made by Headteacher
- Attendance below 90% - a letter will be sent home with warning of more formal procedures and formal meetings.
- Attendance and academic tracking will be carefully monitored and attainment recorded. If attendance remains below 90% with no improvement, parents/carers will receive a second letter inviting them to attend an Attendance Improvement Meeting (AIM), where an Action Plan (AP) will be put in place to improve the situation.

This plan may include:-

- Allocation of education support through outside agencies
  - Incentive Programme, and individual targets
  - Group 1:1 activities regarding the importance of attendance
  - A review timeline
  - Invite parent/carer in to school to discuss absence with a member of the senior leadership team and/or Headteacher.
- Pupils who have a recognised medical condition, which could affect their attendance, will be exempt from Persistent Absence conditions. It is the duty of the parent/carer to inform the school of their child's recognised condition providing Doctors/paediatricians evidence. If your child is likely to have long periods of time off school, we aim to liaise closely with the family to minimise the impact of these absences. This may include sending additional work home or developing a flexi learning plan.

## 7. Further action

Gloucestershire's Penalty Notice protocol allows schools to notify the LA of any pupil having more than 5 days (10 sessions) of unauthorised absence in a ten week period particularly when this absence is on account of:-

- Term time holidays without permission
- Pupils arriving after the registration period is over (persistently after 9.00 a.m.)

Penalties are as follows:-

- Issue a penalty notice - £60.00 per parent, per child if paid within 21 days

- If not paid within 21 days the penalty is doubled and must be paid within the next 7 days
- If you chose not to pay the case may be referred to the Magistrates Court which could result in the parent/care receiving a criminal conviction.