



# Langford Primary School Attendance Policy/Procedures

## Introduction

Langford Primary School is committed to a positive policy of encouraging students to attend School regularly. The School will work with parents and students to secure this aim.

This document contains procedures that the School will use to meet its attendance targets, outlining specific roles of the Attendance Team.

## Aims/Targets

The aims of this attendance policy is to ensure that there is an efficient system, known to all, for ensuring that students attend the School on a daily basis, or for ensuring a reason for non-attendance is known to the School.

## Targets:

- Eradicate persistent lateness from every year group
- Increase overall School attendance
- Continue to raise profile of attendance among students, parents and other staff
- Use the School website to inform parents and external agencies of attendance developments
- Increase implementation of legal processes (including penalty notices) to deter persistent lateness and absence

## Taking the Register

Registration is carried out at the beginning and end of each day, using the Electronic Register. Registers are marked using a set code so that reasons for absence can be quickly established. A high standard of marking is regarded as essential. Staff are regularly given updated instructions on the marking of registers.

Class teachers are required to take a register at the beginning of each lesson, using SIMS electronic register. A pattern of attendance for the day can be seen clearly by all staff in every session. Students of compulsory school age must have their attendance registered twice per day. The register is taken twice daily at the start of morning and afternoon sessions. It is the practice of this School to register all students every session (including those below compulsory school age). All teaching staff must check that the students timetabled to be in their lessons are present for each session.

The register must record whether the student is present, absent, or attending an approved educational activity.

An 'approved educational activity' is defined as:

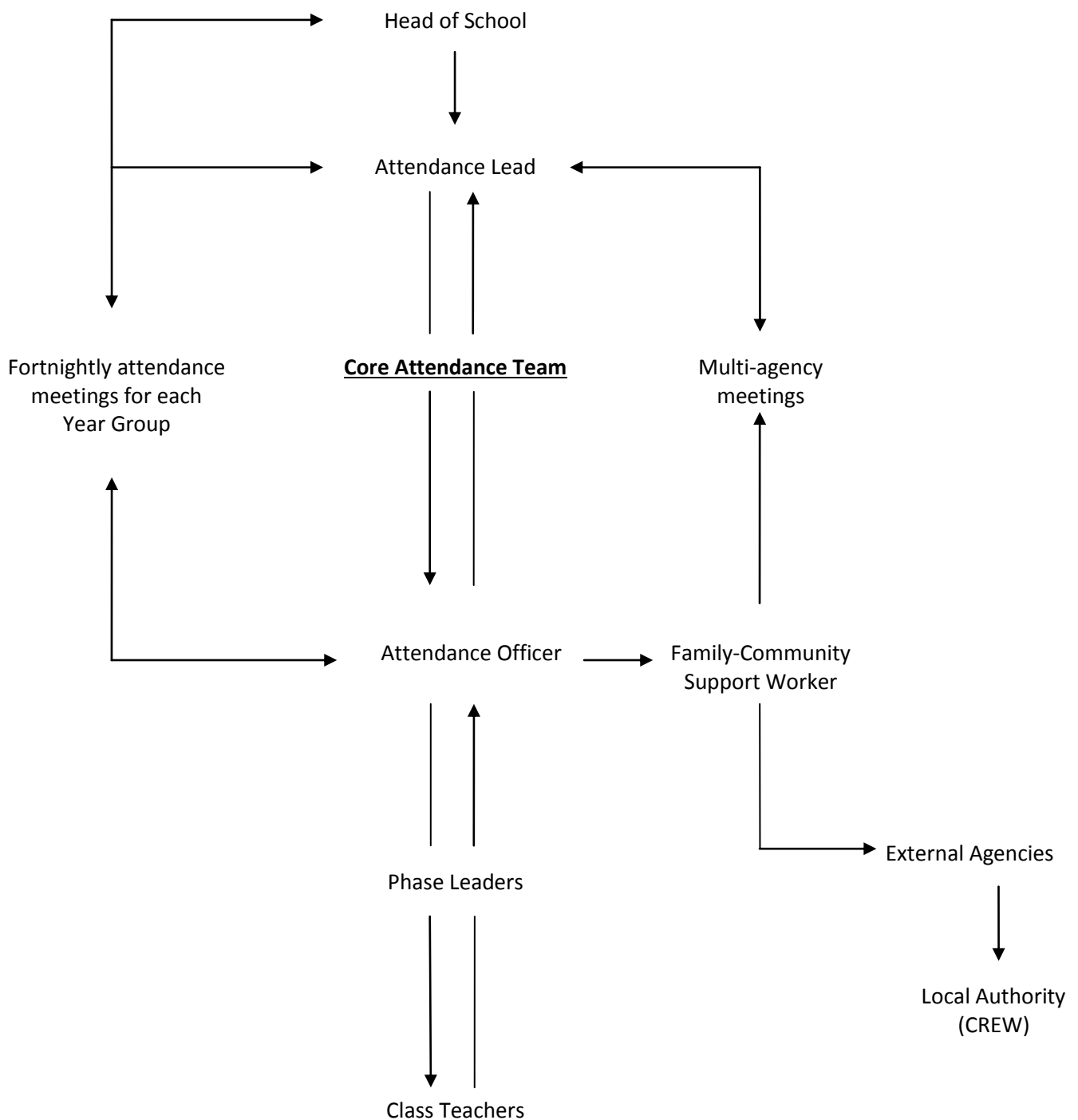
- one taking place off the School premises;
- approved by a person authorised by the Head of School;
- supervised by a person approved by the Head of School;
- of an educational nature, including field trips and educational visits;

When a student of compulsory School age is absent it must be marked as an 'authorised' or 'unauthorised' absence using the appropriate code.

The school day starts promptly at **8.55am**. All class registers will be closed ten minutes after the start of the morning and afternoon sessions.

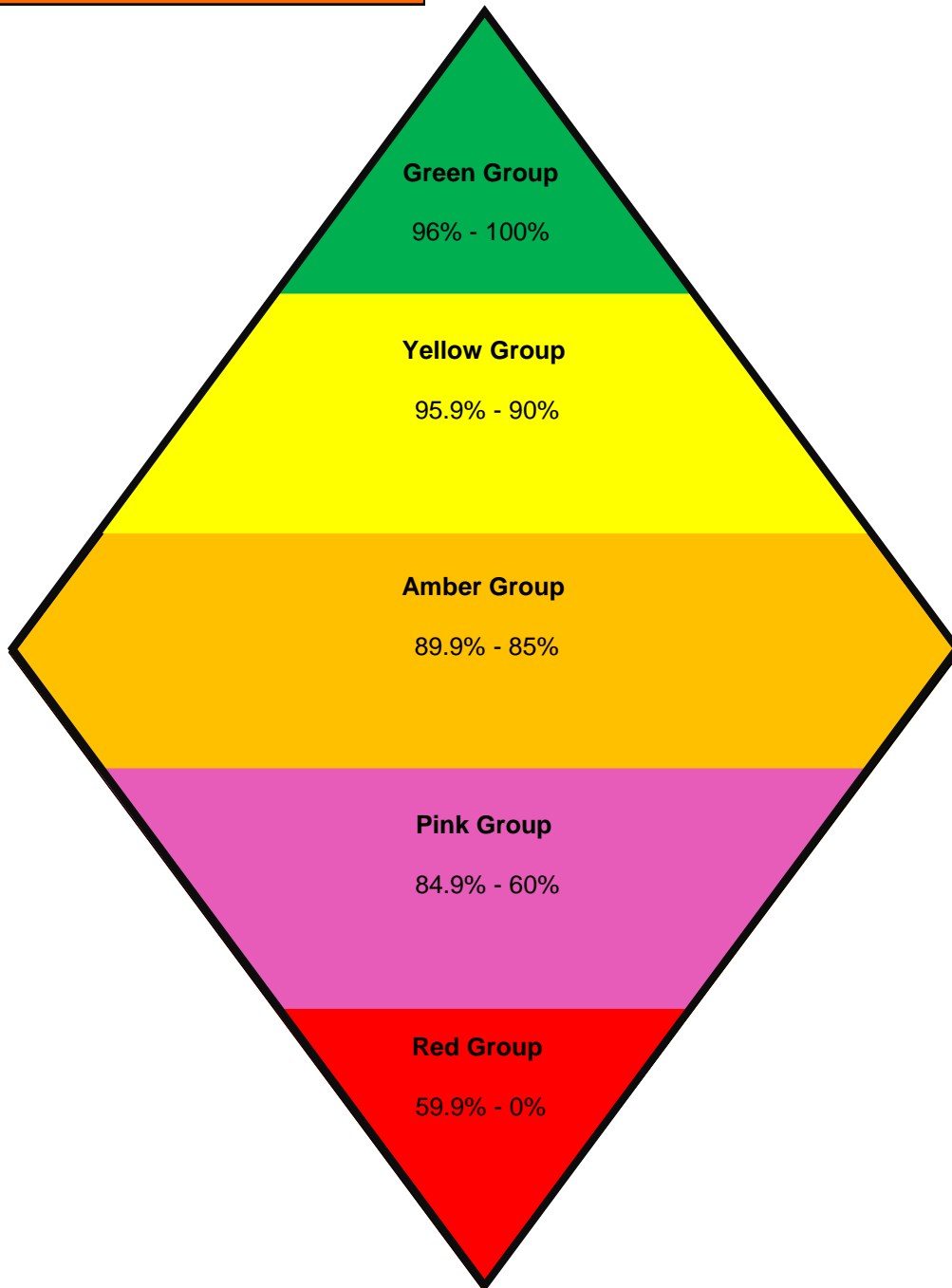
## Attendance team

Improving attendance is a whole-School initiative. Helping to create a pattern of regular attendance is everybody's responsibility, including parents, students and all members of school staff. However the School has a specific team focusing upon improving attendance, who raise the profile of attendance both internally and externally.



# Attendance Monitoring

## Attendance Diamond



### Attendance Groups

- Green:** Expected Attendance
- Yellow:** Risk of Underachievement
- Amber:** Serious Risk of Underachievement
- Pink:** Severe Risk of Underachievement
- Red:** Extreme Risk of Underachievement

# Responsibilities

## **The Governing Body will:**

- Approve the policy and any proposed changes;
- Receive reports from the Head of School;
- Review the working of the policy in the light of the Head of School's report;
- Ensure that the policy is promoted and implemented throughout the School; and
- Is known by the parents.

## **The Head of School will:**

- Set attendance targets as part of the School Development Plan and target-setting process;
- Monitor progress;
- Ensure that strategies are in place to promote and implement the policy throughout the School;
- Determine (in collaboration with relevant senior staff) whether to authorise any proposed absences requested on the School's official form, or absences which have taken place for which no request was made;
- Notify parents as appropriate that if a student of compulsory School age fails to attend regularly his/her parents commit an offence;
- Initiate with appropriate staff strategies to improve attendance;
- Liaise with the appropriate bodies (including the Local Authority's agencies) over persistent absentees;
- Liaise with the Local Authority agencies and police when they wish to exercise their powers to enforce truants to return to the School; and
- Make an annual report with statistics to the Governing body.

## **The Attendance Lead will:**

- Reward good attendance;
- Oversee the attendance arrangements;
- Work with Class Teachers/Attendance Officers to ensure the efficient running of the system;
- Make periodic checks of the registers to monitor student absence;
- Make regular checks on absence notes and the reasons for absence;
- Ensure that unaccounted-for absences are followed up by getting in touch with parents/carers (if there is reasonable concern about a child's welfare, the Attendance Lead will immediately inform the Head of School who will decide what action to take including informing the relevant local authority agency);
- Deal with issues of inadequate registering;
- Arrange appropriate training for staff;
- Keep the Head of School informed of the progress of the policy; and
- Advise the Head of School on any strategies that could be initiated or improved.

## **The Attendance Officer will:**

- Reward Good Attendance;
- Input / check daily attendance figures;
- Monitor and Support Students and Families in the Amber Group;
- Contact parents on the student's first day of absence after registration has closed using the Automated System. Updating the system throughout the day;
- Ensure that all student absences are noted and absence notes received from parents;
- Make regular checks on the efficiency of the registering;
- Ensure that all suspected truancy is followed up and dealt with;
- Contact parents over student absence patterns where appropriate;
- Make reports to the Head of School on the efficiency of the system;

- Liaise with the Head of School over training needs;
- Inform Class Teachers the reasons for student absence;
- Communicate with offsite providers with regard to student attendance;
- Produce attendance data/statistics for Head, Governors and external agencies;
- Visit homes as and when necessary (with Family-Community Support Worker);
- Organise monthly Panel Meetings with parents and report outcome to Head of School;
- Communicate with LA with regard to Fixed Penalty Fines and Fast Tracking of students;
- Alert Head of School and Attendance Lead to patterns of whole school absence and truancy;
- Review and implement individual and group rewards;
- Develop intervention programmes with students and/or their parents to promote good and improving attendance.

**The Family-Community Support Worker will:**

- Reward good Attendance;
- Monitor and Support children and families in the Pink and Red Group;
- Develop intervention programmes with students and/or their parents to promote good and improving attendance;
- Work with the Attendance Team to identify students at risk of poor attendance and work with Learning Managers to address;
- Visit homes as and when necessary (with Attendance Officer).

**Phase Leaders will:**

- Reward good attendance;
- Monitor and Support Students in the Yellow Group;
- Ensure that students are registered accurately;
- Ensure that students bring absence notes and pass them to the attendance officers;
- Identify patterns of absence which may be significant;
- Identify 'cause for concern' students and inform the Core Attendance Team;
- Keep the Attendance Officer informed of any signs of suspected truancy; and inform the Attendance Officer of any possible underlying problems which might account for absences.

**Classroom Teachers will:**

- Reward for good attendance;
- Monitor and Support Students in the Yellow Group;
- Ensure that students bring absence notes and pass them to the attendance officers;
- Display the attendance diamond in their classroom with pupil's names on corresponding attendance bands;
- Encourage and praise students with good attendance records;
- Keep the Core Attendance Team informed of any signs of suspected truancy; and inform them of any possible underlying problems which might account for absences;
- Check the attendance of students at their lessons according to the School system;
- Inform the Attendance Officer of the names of students who are absent without notification from their lessons.

**Supply Teachers / Internal cover**

Supply teachers or internal cover teachers should complete class register slips and hand them to the Attendance Officer to check for any absences or truancy.

**Parents are required to:**

- Ensure their children attend regularly unless they are ill or have an authorised absence ('Attending regularly' means registering before the attendance register is closed for the session);

- If possible inform the School of their child's absence on the first day of non-attendance; or as soon as possible thereafter;
- Write an explanatory note or phone on the day of return to the School;
- Not take Holidays in term time;
- Make any request for leave of absence on the School's official leave of absence form.

**Students are required to:**

- Attend regularly unless they are ill or have an authorised absence; ('Attending regularly' means registering before the attendance register is closed for the session);
- Bring an explanatory note from parents/carers on the day of return to the School;
- Report to the attendance officer and sign in if they arrive late to school;
- Attend all lessons and be in the correct place specified on their timetable.

**Hammersmith and Fulham CREW (Centrally retained Education Welfare Advisory Service)**

There are occasions where we need to work with Hammersmith and Fulham CREW.

- CREW is responsible for alerting the School to changes in statutory requirements and legislation;
- For supporting School in developing and achieving good practice;
- Supporting the School in setting aspirational and achievable attendance targets.

**Inspections**

The Attendance Officer will ensure that the School Admission and Attendance Registers are available for inspection as required.

**Leave of Absence**

Leave of absence for a student can be granted only by the Head of School on recommendation from the Class Teacher/Attendance Officer. Parents will be expected to use the School's official leave of absence request form.

**Holiday Leave**

Holidays should not be taken during term time and will not be authorised by the Head of School. Any exceptional requests must be made to the Head of School on the official form. If the student goes on a holiday it will count as unauthorised absence and will result in a fixed penalty fine if longer than one week.

**Short -Term Leave**

The School can grant short-term leave for family reasons. It is at the discretion of the Head of School to determine whether the application for leave is reasonable.

Dental and medical appointments during School time are not encouraged. If the student leaves for an appointment after registering this needs to be recorded with the attendance office.

**Religious Observances**

There is no legislation or regulation or DfE guidance on leave of absence for religious observance.

The Head of School will review any such application on an individual basis, and in consultation with Class Teachers.

The School expects at least three days advance notice of an application for leave for religious observance, since the majority of religious festivals are likely to be fixed well ahead.

### **Taking a student off the Register**

The Head of School will authorise the taking of a student's name off the register in accordance with the Regulations currently in force.

### **Equal Opportunities**

In making and implementing this policy the School will take into account the School's equal opportunity policies.

The School will inform staff where allowances have to be made for students with disabilities.

### **Rewards**

The school reward students with exceptional attendance and punctuality. A class trophy is presented at the weekly whole-school assembly to the class with the best attendance. Individual certificates are presented to each student who achieves 100% per half-term, all students achieving 100% are also entered into a prize draw to win a family activity each half-term.

### **Monitoring and Review**

The Head of School will review the working of the policy with appropriate senior staff, and make regular reports to the Governing body on the attendance of students. The Governing body will monitor the use and effectiveness of this policy and review it at least every two years

### **Legal Action**

All parents have a legal responsibility to ensure their child attends the School on a regular and punctual basis. Should any students attendance or punctuality become a concern, they will be subject to an CREW investigation. Where necessary, the School's Attendance Consultant will recommend legal action. The School and local authority CREW team work together in partnership where legal action is required.

Legal action includes:

**Penalty Notice:** A penalty notice may be issued for each student who has unauthorised absence or lateness past the close of registration. The penalty is a £60 fine, if paid within 28 days of receipt of the notice, rising to £120 if paid after 28 days but within 42 days. If the penalty is not paid in full within the 42 day period, a prosecution will be sought.

**Prosecution for unauthorised absence:** It is a criminal offence under Section 444 of the 1996 Education Act to fail to secure regular attendance of a registered pupil at the School. Magistrates can issue fines of up to £2,500 per child, impose Parenting Orders and impose a period of imprisonment of up to 3 months.

**Any prosecution will appear on a criminal record.**