



Lenham Primary School

Attendance Policy

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| Approval Body | School Improvement Committee |
| Approval Date | 30 th April 2014 |
| Date for Review | 30 th April 2017 |
| Signed - Committee Chair | Karen Parker |
| Signed - Headteacher | Jenny Young |
| EIA Completed Date: | 30 th April 2014 |

Aim

To raise levels of achievement by ensuring high levels of attendance, punctuality and involvement in the School.

Objectives

- To keep an accurate and up to date record of attendance.
- To foster positive attitudes to attendance and punctuality in pupils and parents.
- To inform parents of attendance and punctuality issues.
- To identify the causes of non-attendance and take action.
- To improve attendance in individuals, groups and the school.

Procedure

- Be a good role model
- Give attendance/punctuality a high profile. Praise pupils for arriving on time. Investigate pupils who are regularly late.
- Telephone parents on the day of absence as soon after registration as possible if no notification of reason. Make use of standard letters for unexplained absence.
- Inform KCC of cases of unauthorised absence
- Support KCC in any due prosecution

Statement of Intent

- Lenham Primary School is committed to the continuous raising of achievement of all of our pupils. Regular attendance and good punctuality is critical if our pupils are to be successful and benefit from the opportunities presented to them.
- One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. Lenham Primary School actively promotes 100% attendance for all of our pupils.
- We recognise that parents/carers have a vital role, and a legal responsibility to ensure good attendance and we promise to identify, investigate & work in partnership with parents/carers, pupils and other agencies to resolve attendance problems.
- We recognise that unauthorised absence is in breach of KCC guidelines and will report cases of such absence as soon as possible

Parental Responsibility

- The legal responsibility for ensuring children attend school regularly and punctually, rests with parents/carers.
- It is essential that parents/carers should be the first line of contact whenever the child is absent from school.
- It is the responsibility of parents/carers to contact the school whenever and every day the child is absent.

- It is the school who authorises absence, not the parent/carer.
- Absence is either authorised, such as in the case of illness, religious observance etc, or unauthorised, when there is no reason given for such absence or it is considered the reason is unjustified, i.e. a longer period than would reasonably be expected, or no reasonable explanation.

Leave of Absence

- Leave of absence during term time is authorised, only in cases of illness, religious observance, medical appointments, bereavement, weddings of immediate family members or other exceptional circumstances.
- LPS can no longer consider requests for holiday leave.
- Holidays taken during school time will mean absence is unauthorised (truancy), i.e. the deliberate taking of a holiday in term time against school permission will result in a referral to KCC.
- Any such absence may result in the school having a discussion with the Attendance and Behaviour Service and this may lead to a penalty notice or prosecution.

The Role of the Teacher

- Teachers and all staff should be good role models. They should praise good attendance. When pupils arrive late they should check the reason. Class teachers should complete a register at the beginning of each morning and afternoon session. They should identify unauthorised absences and bring them to the attention of the Headteacher or Attendance Secretary as soon as possible.
- Frequent absence is also a cause for concern. The class teacher or headteacher may initiate an investigation. The Attendance and Behaviour Service may be involved through a referral. Forms are held in the office. **It is the school who authorises absence, not the parent/carer.**
- Lenham Primary School pupils are expected to arrive by 8.55am. All pupils arriving after this time should report to the office where parents should complete the signing in book. They will be marked as code L (late).
- Any pupils arriving after 9.25am will be recorded as code U unauthorised absence (late after registers have closed).
- Frequent late attendance is also a cause for concern and will be followed up with parents. If a child receives a code U ten times or more in a term, they will be referred to KCC and may be fined and prosecuted.

Role of Attendance Secretary

- Enter attendance details into SIMS Attendance Register.
- Contact the parents of all pupils with absences and no reason.
- Provide weekly report on any children with high absences/lateness.
- Provide weekly report on attendance and punctuality for use in whole school assembly.
- Keep a record of all unauthorised absence and draw those in excess of 3 days to the Headteacher's attention.
- Issue letters to parents accordingly.

Role of the Headteacher

- Give attendance/punctuality a high profile including through parent induction, meetings and newsletter.
- Maintain system of rewards for good attendance. (Punctuality Pup and Attendance Ted).
- Meet with parents to discuss all unauthorised absences. Liaise with teachers to ensure all action is recorded.
- Monitor levels of school attendance and inform governors at every full governing body meeting.

Role of Governors

- Support Headteacher and staff in maintaining high standards of attendance.
- Monitor attendance data and investigate concerns.

Conclusion

Lenham Primary School will continue to implement positive strategies to inform parents and pupils of the importance of full school attendance.

The school provides a system whereby there is early identification and monitoring of children whose attendance is cause for concern. Intervention measures are taken by the school prior to a referral to the Attendance and Behaviour Service.