



Lingham Primary School



Pupil Attendance Policy

September 2015

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Introduction

This is a successful school and you and your child play an important part in making it so. We aim for an environment which enables and encourages all members of the community to strive for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how we will achieve this together.

Aims

Our attendance policy aims to:

- Support our pupils and their parents/carers in the establishing and maintaining the highest possible levels of attendance and punctuality.
- Ensure that all our pupils have full and equal access to the best education that we can offer in order to meet their individual needs and increase access to learning and therefore achievement.
- Enable our pupils to progress consistently and with confidence through our school.
- Ensure that parent/carers are aware of their legal responsibilities for their child's attendance at school.
- Ensure that our attendance meets Government and Local Authority guidelines and targets.

Being in School: Why Regular Attendance is so Important

There is much evidence from research that clearly demonstrates the positive link between regular, good attendance and educational progress and attainment. School education therefor forms the vital foundations of a child's life.

Learning: Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

Attendance

Behaviour Management

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Health and Safety
Access to the Curriculum
Anti-bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

Our Expectations

We expect all our pupils will:

- attend school every day.
- attend school punctually.
- attend appropriately prepared and equipped for each day.
- be able to tell class teacher or family liaison co-ordinator if there is anything that might be affecting their attendance.

We expect all parent/carers will:

- ensure their child's regular attendance at school and be aware of their legal responsibilities.
- ensure that their child arrives at school punctually every day and is prepared for the day ahead.
- ensure that they contact school daily if their child is absent or if they know in advance that their child will be unable to attend school.
- contact school immediately whenever a problem occurs that may cause their child to be absent. Our Family Liaison Coordinator will offer advice and support if required.
- notify school of any home circumstances that might affect the behaviour, engagement and learning of their child.
- notify school immediately of any change to contact details.

We expect that the school will:

- provide a welcoming atmosphere.
- provide a safe learning environment.
- provide an understanding response to any child's or parent's concerns and signpost to services for support.
- keep regular and accurate records of AM and PM attendance and punctuality, monitoring individual pupils' attendance and punctuality.
- investigate all unexplained absences to obtain reasons from parents. Although parents may provide a reason, only school can authorise an absence. In cases of long-term or regular absence due to medical conditions, **verification from**

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a GP or other health service may be requested; this may be done by our School Nurse.

- encourage good attendance and punctuality through a system of reward and recognition, both at an individual and class level.
- regularly inform parents of the percentage attendance of their child.
- make initial enquiries regarding pupils who are not attending regularly or are absent for an extended period of time. **The Family Liaison Co-ordinator may carry out unannounced home visits.**
- work with other agencies and services to ensure that appropriate provision is available for individual students' needs to support good attendance
- meet regularly with the Education Social Welfare Service for advice and to monitor and support attendance and punctuality.
- refer sporadic, unexplained and persistent patterns of absence to the Education Social Welfare Service. Failure by a family to comply with planned support from this service may result in further actions such as Fixed Penalty Notice, parental prosecution or an Education Supervision Order.
- notify the Local Authority after 15 days of sickness.
- notify the Education Social Welfare Service after 10 days of unexplained absence.

Different Types of Absence

The lists below are not definitive or exhaustive. The Headteacher may decide on an individual basis whether absence is authorised. The unauthorised absences given are only illustrative.

Authorised Absences:	Unauthorised Absences
<ul style="list-style-type: none">• Genuine illness of pupil• Medical appointment for pupil• Major religious observances• Visit to prospective new schools• External exams or educational assessments• Other educational programmes• Annual leave for Armed Forces relatives (limited influence)	<ul style="list-style-type: none">• Shopping/day trip/theme park visit• A birthday treat• Oversleeping due to a late night• Looking after other children/family member• Appointments for other family members• Illness of other family members

Registration and Punctuality

Punctuality to school is vital in avoiding disruption to an individual's and class's learning. It is therefore crucial that all pupils arrive at school on time. Children can

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safely access the school grounds with adult supervision at 8.45am. Children can enter school from 8.50am until 9am.

- Legally, schools are required to take a morning and afternoon register to record the attendance or absence of every pupil
- Registration starts at 8.50am. **Pupils who arrive after 9am will be recorded as late.**
- If a child arrives to school late after 9.30am, lateness is recorded as an unauthorised absence (U). This affects a child's attendance and if persistent, can result in a parent facing the possibility of a Fixed Penalty Notice
- Afternoon registration is taken at the following times:
KS1: 1.10pm
KS2: 1.15pm
- Persistent lateness will be addressed by the Family Liaison Co-ordinator and may be referred to the Education Social Welfare Service. Parents can approach school at any time if they are having problems getting a child to school on time.
- Pupil's attendance and punctuality is recorded on their academic report and will be passed on to future schools, including secondary, as required.

Appointments during the Day

As appointments during the day disrupt pupils' individual and group learning, we politely request that routine appointments such as GP, dentist and optician, are made out of school hours where possible.

School staff are legally in loco-parentis during school hours and therefore are required to know where pupils are during this time. Where such appointments are unavoidable:

- Prior permission must be received before a child will be allowed to leave school.
- Parents are requested to complete Leave of Absence Request form, providing details on the reason for the leave, time of leaving, expected return time and appointed family member to collect/return child.
- Where a child is collected from school, parent must present themselves at the school office with Leave of absence Authorisation slip before the pupil is allowed to leave the premises.
- If a pupil leaves school premises without permission, parents will be contacted immediately. In the event that parental contact is unsuccessful, it may be appropriate in certain circumstances to inform the police and report the pupil as missing.

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Absence Procedures

If your child is absent you must:

- Contact school on 0151 677 5381, or email schooloffice@lingham.wirral.sch.uk, as soon as possible on the first day of absence.
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you.
- Carry out a Home Visit if contact is not made and attendance concerns are ongoing.
- Invite you in to discuss the situation with our Family Liason Co-ordinator and/Senior Leadership Team if absences persist.
- Refer the matter to the Local Authority Education Attendance Officer if attendance moves below 90%.

Holidays and Leave of Absence During Term Time

Taking holidays in term time will affect your child's progress as much as any other absence and we expect parents to help us by not to take children away in school time.

Remember that Headteachers are not permitted to grant holidays in term time except in exceptional circumstances.

Fixed Penalty Notice Protocol:

For further information about Wirral's Protocol for Fixed Penalty Notice for Unauthorised Absence and Exclusions please use the following link:

<https://www.wirral.gov.uk/downloads/7392>

Lingham Primary School Attendance Target....

The attendance target for 2015-2016 is **96%**.

Review Date: September 2016

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