



LORDSWOOD
SCHOOL

Attendance Policy

Reviewed: Annually

Review Date: **January 2018**

Ethos and Aims

Attendance and Punctuality Policy

At Lordswood we believe that punctuality and good attendance are essential for all pupils, to ensure they can benefit fully from the Proud Traditions, Wide Horizons and High Achievement that Griffin Schools offer. We aim to ensure that all pupils achieve maximum possible attendance and that any barriers to this are identified and acted upon as soon as possible. The school aims at 100% attendance for pupils and promotes good punctuality now and for the future.

Parent and carers should be aware that if they fail to ensure that their children attend school regularly and punctually they may be prosecuted under section 444 Education Act 1996 by the Local Authority.

Regular and punctual attendance provides the means for children to take advantage of all educational opportunities. It ensures continuity, promotes responsibility and a purpose which can be carried into adult life. A pupil who is late or absent misses the introduction to a lesson or a new concept, causes disruption to others and is likely to have missed the instructions to the lesson, thus putting themselves at a disadvantage.

Roles and Responsibilities

Parents, Guardians and Pupils

Parents/carers of children of compulsory school age are legally required to ensure that they receive fulltime education. Parents/carers are also responsible for informing the school of any absence as soon as possible; the school expects to be contacted on each day of the absence. This can be done by telephoning the school, by personal contact, email or by written note. The reason for absence and when the child is expected to return to school should be stated. Pupils are expected to arrive at school punctually:

Registration:

Nursery - 8.30 am and 12.15 pm

Year R - 8.50 am

KS1 - 8.50 am

KS2 – 8.45 am

Parents are expected to notify the school of changes to contact details and if there is a change in home circumstances that might affect the behaviour and learning of their child.

Persistent lateness can be seen as absence and is managed in the same way as poor attendance by the school. Parents should ensure that their child arrives at school before the morning bell, prepared to begin the school day. Pupils should be on the playground 5 minutes before so they enter the school calmly with their class. School starts 8.45 KS1 and KS2 and 8.50am for year R pupils. If families decide to send their child to a different school they must inform Lordswood School as soon as possible in writing.

The School will:

- provide a welcoming atmosphere;
- provide a safe learning environment;
- provide a sympathetic response to any child's or parent's/carer's concerns;
- keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality;
- contact parents/carers on the first day of absence when a child fails to attend and where no message has been received to explain absence;

Attendance and Punctuality Policy

- follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body will be required.
- encourage good attendance and punctuality through a system of reward and recognition;
- inform parents/carers of the % attendance of their child/children at parents evening and in their annual report;
- make initial enquiries regarding pupils who are not attending regularly;
- liaise with outside agencies when necessary to support families.
- meet regularly with the Attendance Advisory Practitioners (AAPs) to monitor and support school attendance and punctuality;
- refer irregular or unjustified patterns of attendance to the AAPs. Failure by the family to comply with the planned support set by AAPs may result in further actions, eg a Penalty Notice, parental prosecution or an application for an Education Supervision Order;
- notify the Local Authority (LA) after 5 (10 sessions) days sickness;
- notify AAPs after 5 (10 sessions) days unexplained absence.

Leave of Absence

The school can approve absence. The school does not have to accept the parent/carers offered explanation as a valid cause for absence. There are certain circumstances outlined in the DfE guidelines that the school categorises as authorised absence. The guidelines are based on the needs of the community and the kinds of reasons parent/carers may wish their children to take leave of absence. The school follows the guidelines for authorising absence as listed below:

- Illness, emergency medical, dental and hospital appointments. It is expected that routine check-ups, including hospital review appointments should, as far as possible, be made during holiday periods or after school hours.
- Family bereavements
- Attending a religious observance
- Off-site activities (These fall into two categories; educational visits or individual activities e.g. an examination)
- Exclusion (Excluded pupils are treated as authorised absence. They will remain on the school's register unless permanently excluded when the situation has to be reviewed)

NB. Lordswood does not authorise a leave of absence for extended periods during term times e.g. extended holidays or visiting family abroad.

Medical Evidence

If a child's attendance becomes a cause for concern, the parents/carers will be invited to attend an attendance clinic to discuss any issues with the Pastoral Support Manager and the school's AAP.

Holidays during Term Time

We operate the DfE zero tolerance approach to extended holidays and we notify parents/carers of this so that they can make an informed decision about removing children from school for this reason. We refer children with unauthorised extended holiday absence to the local authority who arranges for fixed penalty fines to be issued. The amount payable on issue of a Penalty Notice is £60 per parent, per child, if paid within 21 days, rising to £120 when paid within 28 days. Failure

Attendance and Punctuality Policy

to pay the fine may result in the Local Authority prosecuting. An unauthorised absence referral will be made to the AAP if, in any 6 weeks, 10 unauthorised sessions have been recorded.

Breakfast Club

Lordswood runs an established Breakfast Club. The aim of the club is to promote punctuality and good attendance. Breakfast Club may be a useful option for families where there are barriers to punctual attendance. Breakfast Club is run by trained school staff and is open from 7.30 am.

Late Collection of Children

Persistent late collections are monitored and the school attempts to support parents/carers with this by helping to develop strategies to improve their punctuality in collecting their children.

School Procedure

The school monitors attendance and lateness weekly. Issues relating to pupil attendance are followed up during regular review periods. Attendance is a high priority and is celebrated weekly in assembly with the presentation of a trophy. 100% attendance certificates are issued termly and at the end of the year. The class with the highest attendance chooses a reward at the end of the year.

The Department for Education expects a child to have an annual school attendance of not less than 96.4%. By working together we aim that every child achieves that goal

Head of School:	Mrs Jayne Lusinski
Pastoral Manager:	Mrs Rachel Andrews
Attendance Advisory Practitioner (AAP):	Mrs Alli Webb

Learning Without Limits

LORDSWOOD SCHOOL

Lordswood Lane, Chatham, Kent ME5 8NN

T. 0300 065 8250 | office@lordswoodschool.medway.sch.uk | www.lordswood-gst.org



LORDSWOOD
SCHOOL

Date:

Dear Parent/Carer

Application for Holiday During Term Time

Name of Child:

Dates of Absence:

Further to your request for your child to be absent from school during term time.

I am sure you will agree that it is important that your child's education is consistent and uninterrupted. We will not authorise term time holidays during the 190 days each year designated for school and expect parents/carers to use the thirteen weeks school holidays available during the year.

The Government and Local Authority states that Head Teachers may not grant any leave of absence during term time unless exceptional circumstances. Although we sympathise with your situation, unfortunately it is not exceptional. It is your decision to take your child out of school and therefore if the leave of absence is taken it will be recorded as unauthorised and will be subject to a fine. I realise this may be disappointing news to you.

From September 2013, the DfE has amended the Education (penalty notices) (England) Regulations 2007, so that each parent/carers who receives a Penalty Notice for taking their child out of school during term time will have to pay £60 within 21 days or £120 within 28 days. Please be aware non-payment of these fines will result in court proceedings. The Attendance Advisory Service for School and Academies (AASSA) issue penalty notices which are issued after the holiday is taken to each parent/carers per child; in line with our school attendance policy.

No further absences will be authorised during this academic year. Should your child be absent due to illness then medical evidence will be requested in order for absence to be authorised. Should your child's attendance fall below the expected attendance level of 95% then our Attendance Advisory Practitioner will be informed and further action may be taken.

You can find out more about these regulations by following the link below:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

Thank you for your continued support.

Yours sincerely

Mrs J Lusinski
Headteacher



Learning Without Limits

LORDSWOOD SCHOOL

Lordswood Lane, Chatham, Kent ME5 8NN

T. 0300 065 8250 | office@lordswoodschool.medway.sch.uk | www.lordswood-gst.org



LORDSWOOD
SCHOOL

Dear Parent/Carer

Application for Holiday During Term Time

Name of Child:

Dates of Absence:

You applied for holiday for your child which was not authorised by the Governing Body.

This irregular attendance has now been referred to the Attendance Advisory Service for Schools and Academies in accordance with the Department of Education recommendations of 1st September 2013 and our school attendance policy on taking holiday during term time. They will shortly issue a Penalty Notice of £120 if paid within 28 days or £60 if paid within 21 days of the issue. A Penalty Notice is issued to each parent/carer and for each child.

I remind you that failure to pay an issued Penalty Notice will result in a prosecution in Medway Magistrates Court.

Please note that these changes are made by the Government's Department of Education and we have no influence or power to overrule them.

You can find out more about these regulations by following the link below:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

Thank you for your continued support.

Yours sincerely

Mrs J Lusinski
Headteacher

Cc Attendance Advisory Practitioner