

Pupil Attendance Policy

Member of School Leadership Team Responsible for Attendance: INCo

Rationale

The Governors, Executive Headteacher and staff are keen to ensure that all our pupils, including vulnerable groups such as looked after children, attend school regularly and punctually so that they receive the best education possible in order that they fulfil their potential. To this purpose, parents will be informed of the school policy and encouraged to understand the importance of good attendance and punctuality.

Purposes

To recognise that:

- Regular and punctual school attendance is vital if pupils are to benefit fully from the opportunities which this school offers them
- The National Curriculum underlines the importance of continuity and progression in the learning process
- It is an established fact that children who develop poor patterns of attendance and punctuality and Primary School tend to continue this pattern throughout their school life and beyond
- Poor attendance and punctuality can have detrimental effects on social development

Procedures

- All absences should be noted on the school register using the agreed attendance codes in line with national requirements.
- Parents should provide an explanation as to the reason for the absence by telephone, letter or verbal communication.
- 'Truancy Call' will be activated for all absent pupils for whom there has been no explanation provided – this system continues to call the parent until a response is received.
- In the event of non-communication of a reason for absence, a code N (no reason given for absence) will be recorded. If there has been no communication from a parent by the start of the next school day, an unauthorised absence will be recorded with the code O.
- The register closes at 9:20am. Any children arriving at school before this time are recorded as 'late before the register closes' with the code L. Any children arriving

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after this time are recorded as 'late after the register has closed' with the code U which is an unauthorised absence. Discretion is used in granting an attendance where the child has arrived at the first available opportunity.

- Children arriving at school following an early morning medical appointment will be marked with 'L' if they arrive before 9:20 or 'M' if they arrive after 9:20.
- In the event of a child contracting an illness or suffering an injury which would make an absence of 4 days or more likely, parents should inform the school immediately, and subsequently keep the school informed of progress. Where appropriate, arrangements will be made for work to be sent home.
- Absence of 4 days or more in a row is monitored by the INCo. Telephone calls are made to parents if it is felt that the reason provided for the absence is not sufficient.
- Medical appointments during school time are discouraged unless in an emergency. Parents will be asked to provide evidence of any appointments in school time.
- Percentage attendance records and records of unauthorised absence will be monitored on a weekly basis by the INCo noting any children for whom:
 - i. attendance is 90% or below
 - ii. there are frequent short absences, particularly where a pattern occurs
 - iii. there is persistent lateness
- The following order of actions will be implemented where there is felt to be a problem:
 - i. Letter to parents informing them about the attendance issue – taken directly from PCC guidance materials.
 - ii. If no improvement, telephone call inviting parents to meet with the INCo to discuss the problem. Following this meeting, other agency support may be offered eg. school nurse.
 - iii. If no improvement, further meeting and school attendance contract drawn up.
 - iv. If appropriate, application to School Attendance Team (SAT) for consideration for a Fixed Penalty Notice (for 10+ sessions of unauthorised absence in a term).
 - v. If appropriate, application to the AMS for a School Attendance Panel (for 20+ sessions of unauthorised absence in a term).
- Weekly attendance cups are rewarded to the classes with the highest attendance. A chart logging the classes to receive the award is displayed in the hall.
- Certificates will be awarded for 100% attendance at the end of each term and medals for 100% attendance at the end of the academic year.
- Any requests for planned leave of absence should be made at least 2 weeks in advance on a form available from the school office. Leave of absence will only be authorised in exceptional circumstances. This is at the discretion of the Executive Headteacher supported by the INCo. Application to the School Attendance Team

(SAT) for consideration for a Fixed Penalty Notice will be made for 10+ sessions of unauthorised leave of absence.

- Percentage attendance for the whole school is monitored on a half termly basis by the Head of School and INCo and recorded on the Attendance Tracker.
- Percentage attendance and the number of sessions of unauthorised attendance are reported to parents on an annual basis as part of the child's end of year report.

Children Missing from Education

The school follows the Portsmouth City Council guidance (see 'Children Missing from Education' guidance booklet).

Dated: February 2018

Date for review: January 2020

Signed by