

Longmoor Primary School



Attendance Policy

2025 - 2026

Adopted by Governors

Chair of Governors Signature:	<i>J. Wright</i>	Date: 9 th July, 2025
Chair of Governors Signature:	<i>J. Wright</i>	Date: 24 th January, 2024
Chair of Governors Signature:	<i>J. Wright</i>	Date: 18 th January, 2023
Chair of Governors Signature:	<i>J. Wright</i>	Date: 19 th January, 2022
Chair of Governors Signature:	<i>J. Wright</i>	Date: 20 th January, 2021
Chair of Governors Signature:	<i>J. Wright</i>	Date: 25 th September 2019

ATTENDANCE POLICY

Rationale

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, due to ill health, are prevented from coming to school.

Under the Education (Pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether the absence was authorised or unauthorised.

ARRIVAL AND REGISTRATION

- All children should be ready to come into school at **8.50 a.m** each day when they are in Years 1 to 6. Children in FS2 are collected from the playground at **9.00 a.m**. The register is taken twice a day at **9.00a.m** and **1.00 p.m**. A day counts as 2 attendances.
- Morning registration ends at **9.10 a.m**. If a child arrives after the registration period, he / she will be marked in as Late. After **9.20 a.m** this will become an Unauthorised Absence. The afternoon register is taken at **1.0 p.m** (EYFS) and **1.00 / 1.15 p.m** (Years 3 and 4 / Years 5 and 6).
- It is essential that children arriving and leaving school with a parent / guardian outside the normal hours are signed in or out from the office. The signing in / out register in the office is used in the case of an emergency or a fire drill.

ILLNESS AND MEDICAL APPOINTMENTS

- Every effort should be made to arrange medical appointments outside school hours. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment. Parents should be prepared to show evidence of appointments through text messages and letters.
- The school office should be informed during the morning of the first day of a child's absence through illness and then each morning, if appropriate, for the duration of the absence.

DEFINITIONS

Authorised Absence · An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence. Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised Absence - An absence is classified as unauthorised when a child is away from school without the permission of the Headteacher.

IF A CHILD IS ABSENT

- When a child is absent, the class teacher will record the absence in the register.
- The school office will endeavour to contact the parent or guardian, if no message has been received regarding the reason for the absence.
- Parents are, however, expected to telephone the school by 9.00am on the morning of the day of absence to inform the school that their child will be absent. They are asked to state a reason.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

THE EDUCATION (PUPIL REGISTRATION) REGULATIONS 1995

Section 8(1) "Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school". Section 8(3) of this act gives the school discretionary powers to grant leave of absence for the purpose of annual holiday during term time.

Holidays in term time **are not an entitlement** and are strongly discouraged by the Government, Local Authority, the Governors and the school.

LEAVE OF ABSENCE

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a 'Leave of Absence form' available from the school office and handed in two school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G. You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

The Governors recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. The policy on term time is clear. Parents do not have an automatic right to withdraw their child from school for a holiday and must apply for permission in advance. Such holidays are strongly discouraged because they are damaging to the student's continuity of learning.

An absence for holiday that has not been agreed by the Headteacher will be recorded as unauthorised.

For leave of absence not authorised, a Fixed Penalty Notice will be applied for.

FINES AND THE RECORDING OF UNAUTHORISED ABSENCE

The DfE (Department for Education) has outlined the following processes for schools to follow regarding requests for holidays in term time. The potential fines are also used for pupils who have frequent and irregular attendance. The penalty notices and fines will be:

- First Offence - **£80 if paid within 21 days, or £160 if paid within 28 days.**
- Second offence - In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of **£160**.

LONG TERM ABSENCE

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

REPEATED UNAUTHORISED ABSENCE

- Unauthorised absences remain on the child's record and **will** be reported to the Local Authority
- Attendance and punctuality are monitored by the school. If a child has a repeated number of unauthorised absences, the parents and guardians will be asked to visit the school and discuss the problem.
- School staff may also visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

- The LA has the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

CHILDREN MISSING FROM EDUCATION

- For children who do not arrive in school and there is no explanation for their absence, school has a duty to carry out relevant searches to find out their whereabouts under the Children Missing in Education Policy.
- By day 11 at the latest, the school will advise the Local Authority of the child's unauthorised attendance.

Further details can be found in the school's Children Missing in Education Policy.

REWARDS FOR GOOD ATTENDANCE

The school promotes good attendance with all its pupils. All classes are informed of their class attendance weekly, and a 'Cool to be in School' bear is awarded to the best two attending classes for the week. As individuals, all children who achieve 100% attendance in any one term will receive an excellence certificate for attendance. There are special certificates for any child who has 100% for a whole year with a special prize and a medal. The class with the best attendance during the whole year get a class treat i.e. non-uniform day, special breakfast etc.

ATTENDANCE TARGETS

The school is set a challenging attendance target each year. These targets are agreed by the senior staff, the Chair of Governors and the LA School Improvement Partner at the annual target-setting meeting. The Headteacher will report on attendance percentages in the termly report to the Governing Body.

MONITORING AND REVIEWING

- It is the responsibility of the governors to monitor overall attendance.
- The Governing Body also has the responsibility for this policy, and for seeing that it is carried out.
- The Governors will therefore examine closely the information provided to them, and seek to ensure that the school's attendance figures are as high as they should be.
- The school will keep accurate attendance records on file for a minimum period of three years.
- Class teachers will be responsible for monitoring attendance in their class. If they become aware of an unexpected pupil absence during the course of the school day, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headteacher, who will contact the parents or guardians.
- Termly monitoring will look at the attendance of the whole school, of each class, and of different groups of pupils.

- Individuals who have between 90% and 95% attendance are cause for concern and are monitored closely. Any pupils with attendance of less than 90% in a term are the subject of an Attendance Review with Mrs Dainty and their parents/carers. Listed below are the procedures we go through.
 - Letter sent to parent/carer informing them of child's absence and requesting reasons for it
 - First warning letter sent if information of absence is not acceptable
 - If attendance is still unacceptable then parent/carer will be called to panel with Mrs Dainty.
- Following this, an action plan is drawn up, and a review completed after a further 6 weeks. Immediate referral to the relevant department at County Hall will be made.
- Parents may be issued with a penalty notice if absence is frequent and attendance is irregular. Details of potential fines have been outlined within this policy.

Safeguarding Statement

Staff at Longmoor believe strongly in providing a caring, positive, safe and stimulating environment that promotes the social, moral and physical development of every child. We believe that the welfare of the child is paramount and recognise that all children, regardless of religious belief, disability, gender and racial heritage should be protected from all types of harm and abuse. We will endeavour to safeguard children by:

- Adopting rigorous child protection procedures for staff and volunteers.
- Sharing information regarding child protection with parents, staff and relevant agencies.

Every School Day Counts

There is clear evidence to show that days off school impact on your child's attainment and progress. Days off add up to lost learning.



- *Please don't let your child miss out on the education they deserve.*
- *Every school day counts*

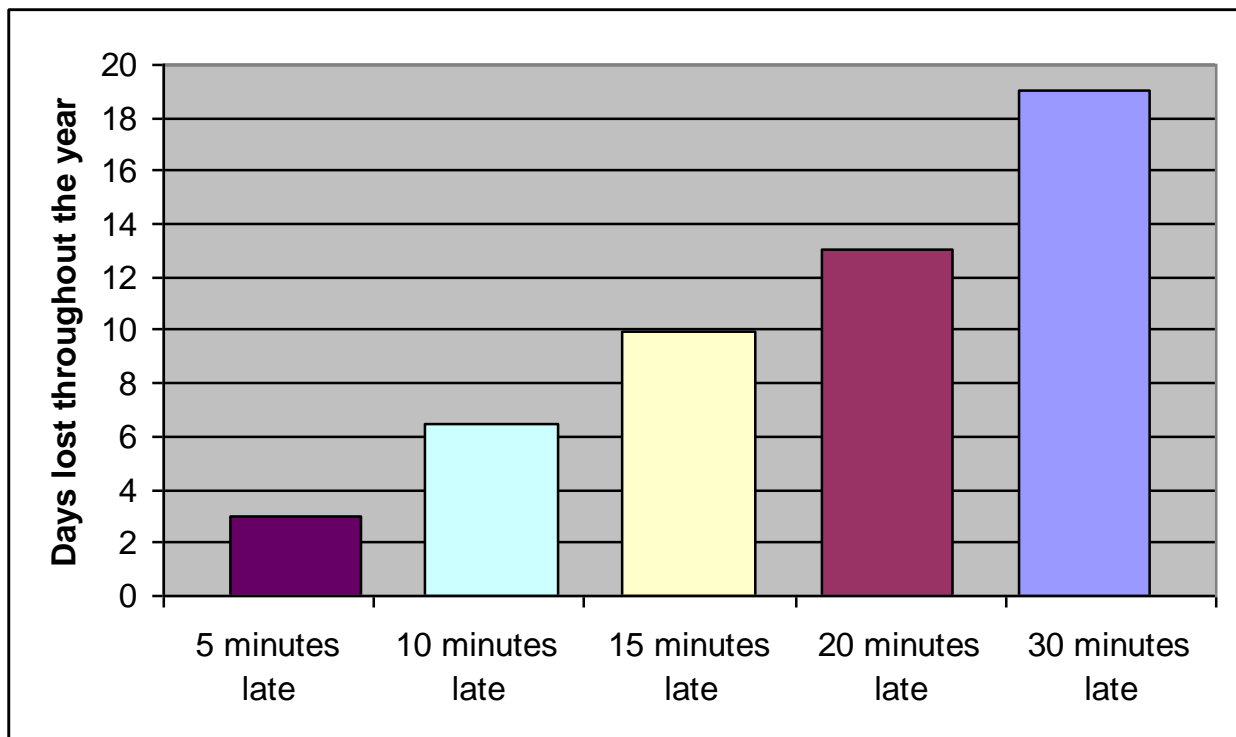
If you are worried about your child's attendance please talk to school about it:

- Mrs Dainty

Every School Day Counts

Being late adds up to a loss of learning

- If your child is 5 minutes late every day that adds up to over 3 days lost each year
- 15 minutes late is the same as being absent for 2 weeks a year.



If your child arrives late after the close of the register, without good reason, the absence may be marked as unauthorised absence.

If you are worried about your child's attendance please talk to school about it and contact:

- Mrs Dainty

