LOXWOOD SCHOOL

Attendance & Removal from Roll

Policy adopted by the Pupil, Personnel & Community Committee Autumn 2014, reviewed Sept 20

Review September 2023

Aim

Our school aims to meet its obligation with regards to school attendance by

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

Context

The government expectation for attendance is 95%. 95%+ is deemed to be the level of attendance that gives pupils the greatest opportunity to achieve to the best of their potential in school both academically and socially. Anything less than this gives governors at Loxwood Primary School cause for concern. Any child with an attendance under 90% is classed as persistent Absentee. A Pupil Entitlement Investigator or Headteacher will contact parents where there are concerns over attendance and punctuality. Where no satisfactory outcome has been achieved after consulting with parents, the school recognises the need for a multi agency approach to support the attendance and welfare of some pupils and also recognises the need to find varied and differing means of support in the interests of social inclusion.

The School and Local Authority, through the Pupil Entitlement Investigators, monitor attendance of children with less than 90%:

- Where there are no firm medical reasons for absence.
- When absence is unauthorised.
- When absence or lateness gives cause for concern.

Parents are contacted either by letter, home visit or by invitation to an attendance meeting involving all relevant agencies, when strategies for improvement are put in place.

In the event of persistent unauthorised absence from school, when strategies set up for improvement have failed, the Pupil Entitlement Investigators will send formal letters warning of prosecution and prepare and present prosecution files to court for non-attendance.

Daily attendance for all school age children on the roll is a legal requirement therefore Loxwood Primary School fully endorses the Government and Local Authority requirements for attendance and registration.

Informing parents of a concern with attendance

- A standard letter is sent to parents when attendance falls below 95 %, regardless of the reason for absence. Where there is specific reason (hospital, bereavement) discretion may be used in not sending a letter, but contact should be made via a telephone call to ensure parents are aware and to establish any support strategies that can be agreed.
- A standard letter is sent to parents when the minutes late reach 60 minutes.
- If attendance continues to fall a letter is sent to families requesting that they contact the school to discuss their child's attendance.
- Where letters have been sent, and an improvement in the child's attendance is not evident, a further letter will be sent offering reasonable support/advice in improving attendance. This may also involve discussion with the child and possibly referral to Pupil Entitlement if appropriate.
- A referral for a Fixed Penalty Notice may be made (by County) where there is 10 sessions of unauthorised absence. This may include unauthorised holidays taken.

Registration

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken twice a day.

Children can arrive in the playground from 8.30am as a member of staff will be on duty, Registration will be taken at 8.45am for the morning session and after lunch break for the afternoon session.

School Staff are reminded that the authorisation of absence is at the Headteacher's discretion not the parents. A list of examples of absence that may be treated as authorised can be made available from the Headteacher on request.

Reports

- Individual attendance and punctuality data is recorded on pupil's reports.
- The Headteacher will report on attendance as part of their termly report to governors.
- The Headteacher will also send attendance statistics on a termly basis to the DCSF.

Removal from Roll

In the event of school transfer or a pupil moving to another area, a pupil will normally remain on roll until notification is received from a receiving school. Should no notification be received the school will make every effort to locate the pupil in conjunction with the Pupil Entitlement Service. If unsuccessful, a missing person form must be completed and sent to the Local Authority and the pupil removed from roll after four weeks.

Late Arrival at School

A pupil who arrives late before the registers close (8.45 – 9.00am), will be marked as late using the L code, and the minutes late recorded.
A pupil who arrives late after the registers close (after 9.00 am) will be marked with the U code and the whole morning session will be unauthorised, and the minuets late recorded.
This log can be used as prosecution evidence in court proceedings in the event of persistent lateness.

Parents

The importance placed on regular attendance and punctuality is explained to parents when they first enrol their child in the school. The school website also details school attendance issues. At different times through the school year attendance issues are also reiterated in School Newsletters.

Governors and staff at Loxwood Primary School believe that the involvement of parents is a key factor in addressing attendance issues and will ensure that all school parents and carers are made aware of their responsibilities with regard to attendance.

Parents are regularly informed that should their child be unavoidably absent they should telephone the office on the first day of absence and make sure that the absence is explained. Parents who leave a message on the school answerphone should ensure that a reason for absence is given, the preferred method is to email the school; absence@loxwoodschool.com . If the school refuse to authorise an

absence, parents would be informed. Contact from the parent is essential for the authorisation of absence. Should no contact be forth coming, the school will contact the parents by telephone or by letter.

It is the aim and expectation that all parents will understand that, 'In addition to securing regular attendance they also have a responsibility to ensure that their children arrive on time, properly attired and in a condition to learn.' *(Government Guidelines*).

Holidays

Governors recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore informed to avoid booking a family holiday in term time. Only under exceptional circumstances will the Headteacher grant leave of absence. Following West Sussex guidelines the exceptional circumstances may include;

- a death in the family or funeral
- a doctor, dentist or hospital appointment