



**LEIGH**  
Academies Trust

# Leigh Stationers' Primary Academy

## Attendance Policy 2024

### Revision Log

<b>Document title:</b>	Attendance
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Date	Version No	Brief detail of change

## **Statement of Intent**

At Leigh Stationers' Primary Academy, we believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school. School personnel have a responsibility for identifying trends in attendance and punctuality.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances, it is our policy to be supportive of the child and not to make them feel guilty or inadequate. Also, at times we have to give allowances for religious beliefs and individual family circumstances.

We believe it is essential to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly.

We are aware that leave of absence can only be granted to a pupil only in exceptional circumstances and in authorising a holiday in term time we will take-into-account the child's attendance record, the child's age, the reason for the trip, the time in the academic year and the employment difficulties that parents face by taking holidays in school holiday time.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

At Leigh Stationers' Primary Academy, we encourage good attendance and offer the children the opportunity to take part in clubs both before and after school. This academic year we are also introducing wrap-around-care to support the needs of the parents. We also recognise excellent and improved attendance in whole school assemblies, presenting children with certificates of recognition.

### **Good attendance is vital because:**

- It improves children's mental health and wellbeing
- Children learn more and enjoy their learning
- It helps children to make and keep friends
- Children are not as at risk of underachievement
- Children do not miss out on enrichment opportunities that are vital to their development
- Children thrive on routines

100%	99%	98%	90%	84%	80%	74%
190 School days a year	186 days of education	182 days of education	171 days of education	160 days of education	152 days of education	140 days of education
0 days off school in a year	4 days off in a school year	8 days off in a school year	19 days off in a school year	30 days off in a school year	38 days off in a school year	50 days off in a school year
			Research suggests that your child would now be failing 1-2 grades below their potential	Your child would have missed 6 weeks of Education	Research suggests that your child would now be failing 2-3 grades below their potential	Your child would have missed 10 weeks of education
Amazing! Your attendance is on track			Concerning. You are now classed as 'Persistent Absentee'		Serious concern. The local authority will be moving towards court action	

### Role of the Principal

The Principal will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy
- Monitor attendance according to gender, age, ethnicity, first language, eligibility for free school meals, special educational needs and persistent absentees
- Monitor trends by using data effectively to help strategic planning
- Target intervention and support to those children that have been highlighted as poor attenders
- Have in place a system for parents to report a child's absence
- Remind parents of their commitment to this policy
- Promote the importance of attendance
- Share good attendance during assemblies, newsletters
- Organise training if required for school personnel on the use and understanding of attendance codes and authorised and unauthorised attendance
- Strengthen links with external agencies who engage with and support families
- Monitor the effectiveness of this policy

### Role of the School Admin Staff

The office personnel are responsible for:

- Implementing the policy with the Principal
- Monitoring individual and class attendance on a daily basis
- Keeping the Principal informed of attendance figures and trends
- Contacting parents regarding concerns about their child's attendance
- Organising meetings between the SLT and parents to discuss their child's poor

attendance

- Forward to the Principal any applications for a term time holiday
- Compiling attendance data reports for the Principal, the Governing Body and the EWO
- Meet half-termly with the Bexley EWO to conduct monitoring of school attendance
- Meet fortnightly with the Trust Attendance office to monitor the school attendance
- Ensuring registers are kept up to date

### **Role of the First Day Contact Supervisor**

The First Day Contact Supervisor is responsible for:

- Contacting parents if they have not reported their child's absence by 9.00am
- Continuing to contact the parents throughout the day until contact is made
- Contacting the key worker if a child is on the child protection register and no reason has been given for the child's absence
- If no contact made, alert the Bexley EWO to make a home visit to assess situation
- Deploying two members of staff to visit vulnerable children on their first day of absence
- Deploying two members of staff to collect a vulnerable child from home if a parent is unable to bring their child to school
- Informing the SLT of trends in absence.

### **Role of School Personnel**

School personnel will:

- Comply with and implement this policy
- Set an example of punctuality and good attendance
- Ensure that registers are taken by 9:00 and are accurate and up to date
- Be responsible for identifying trends in attendance and punctuality by monitoring class and individual attendance patterns
- Inform the school office of any concerns about attendance or suspected truancy
- Emphasise the importance of punctuality and good attendance with pupils and parents
- Discuss individual pupil attendance at parent-teacher consultations

### **Role of Parents**

Parents are responsible for:

- Complying with this policy
- Ensuring that their children are punctual and know the importance of good attendance
- Informing the school on the first day of absence by calling the school office before 8:55am on 0208 856 1346.
- Informing the school of any changes to their contact details
- Collecting their children on time
- Not taking holidays in term time

### **Dealing with Trends in Attendance**

When poor attendance is identified the following actions could be taken:

- Parents are invited to attend an informal meeting with the Principal
- Support will be given if there are underlying reasons for the absence
- First Letter of Concern sent to parents
- Letter of Concern and alert the Bexley EWO who will also monitor attendance
- A referral will also be made to the trust attendance officer for monitoring/intervention.
- The Bexley EWO will take the appropriate action

### **Dealing with Lateness**

The office personnel monitor lateness and will:

- Ensure that children arriving after 8.55 are recorded as late in the register
- inform the SLT of patterns of lateness;
- inform parents of the school's concerns and arrange a meeting so that the problem can be addressed

### **Absence**

#### **Leavers and Children Missing in Education**

The school has a responsibility to safeguard pupils from harm. This includes knowing and taking reasonable steps to check the destinations of leavers. If your child is leaving other than at the end of Year 6 to go to Secondary School, parents are asked to:

- Give the school full information about their plans including date of move, new address, new school and start date when known, and reasons for moving
- When pupils leave and parents have not given us the above information, and we cannot contact the parent, then the child is considered to be a Child Missing in Education. This means that the Local Authority has a legal duty to carry out investigations to try to track and locate the child. By giving us the above information, unnecessary investigations can be avoided.

### **Additional Information**

#### **Dealing with Low Attendance**

When poor attendance is identified the following actions are taken:

- First Letter of Concern may be sent when a child's attendance falls below expectations.
- Parents are invited to attend an informal meeting with the academy attendance team.
- Support will be given if there are underlying reasons for the absence.
- Second Letter for Evidence may be sent when a child's attendance continues to fall below expectations.
- The involvement of the Leigh Academies Trust Attendance Officer and/or Bexley Education Welfare Officer if no improvements are made.
- Ten unauthorised sessions of absence (including Holiday (G) / Unauthorised Absence (O) / Unauthorised Late (U)) may result in a request to Bexley for a Penalty Notice to be issued.
- Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80 if paid within 21 days.
- Failure to pay the penalty in full at the end of the 28-day period may result in prosecution through the Magistrates Court.

### **Holidays during term time**

- Family holidays during term time will not be authorised.
- Parents must submit a letter to the Principal explaining the reasons why they are requesting permission to take their child out of school. Leave of absence during term time will only be granted in very exceptional circumstances.
- If holidays are taken during term time without authorisation, a request may be made by the Academy for a Penalty Notice to be issued.
- Penalty Notices are issued to each parent of each child and the amount of the penalty will be £160 if paid within 28 days, reduced to £80 if paid within 21 days. Failure to pay the penalty in full at the end of the 28-day period may result in prosecution through the Magistrates Court.
- A second penalty notice will be issued to the parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- If the leave of absence is taken despite the warning letter, parents are called in for a meeting with the Attendance Lead and a member of SLT and the relevant year group work folder will be shared, to demonstrate the amount of work that has been missed.

### **Religious Observance**

Pupils will have absence authorised for religious observances.

### **Medical, Dental or Hospital Appointments**

we encourage these appointments to take place out of school time in order not to disrupt the child's education.

### **Leavers and Children Missing in Education & Removing a Pupil from Roll**

The school has a responsibility to safeguard pupils from harm. This includes knowing and taking reasonable steps to check the destinations of leavers. If your child is leaving other than at the end of Year 6 to go to Secondary School, parents are asked to:

- give the school full information about their plans including date of move, new address, new school and start date when known, and reasons for moving
- When pupils leave and parents have not given us the above information, and we cannot contact the parent, then the child is considered to be a Child Missing Education. This means that the Local Authority has a legal duty to carry out investigations to try to track and locate the child. By giving us the above information, unnecessary investigations can be avoided.
- As per The School Attendance (Pupil Registration)(England) Regulations 2024 - Section 9, when all possible actions have been taken we will remove the student from the academy roll due to continued serious absence.
- The pupil has not attended the school within the ten school days immediately after the end of the period of leave and the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances. If unable to establish the pupil's whereabouts we will remove from roll.
- The pupil has been continuously absent from the school for at least twenty school days and the proprietor does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause; and the proprietor and the local authority have jointly made reasonable efforts to find out the pupil's location and circumstances. If unable to establish the pupil's whereabouts we will remove from roll.
- <https://www.legislation.gov.uk/ukxi/2024/208/regulation/9/made>

### **Addendum**

- We will only enter pupils on the admission register where we have received written confirmation that the person with control of the pupil's attendance has accepted the school place.
- Where the local authority has offered a place at the school but no written confirmation of acceptance has been received from the person with control of the pupil's attendance, we will write to the local authority requesting evidence in writing and will not enter the pupil onto the admission register until this has been received. If written confirmation is not received within 10 school days, the offer of a place will be withdrawn and offered to another pupil in accordance with our Admissions Policy.
- We will enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If no date has been agreed or notified, the pupil's name will be entered on the first day they attend the school. Names must be added before, or at the beginning of the first session on that day.
- Where a pupil does not attend on the agreed date, we will send a letter to the person with control of the pupil's attendance asking them to confirm in writing within 10 school days that they wish to take up the place. If written confirmation is not received within 10 school days, the pupil's name will be removed from the admission register and the place offered to another pupil in accordance with the admission policy.