Our vision is ***to enable children to become lifelong learners by creating a safe and inclusive learning environment that nurtures individuality and enhances potential***

Our values:

- ***We're imaginative -*** *we're creative thinkers and doers*
- ***We're curious -*** *we encourage inquisitiveness and risk taking*
- ***We're proud -*** *we take pride in our school and want everyone to succeed*
- ***We're courageous -*** *we understand that we learn from our mistakes*
- ***We're original -*** *we celebrate difference*

Attendance and Punctuality Policy

Updated on:	
12th June 2019	**Reviewed and renewed**
5th November 2020	**Unauthorised absences and fixed penalty notices information added**
Sept 2024	**Renewed**

Date agreed by Pupil Welfare Committee /Headteacher	**Signature of ~~Chair / Vice Chair of the committee or~~ Headteacher**
Date agreed for review	**Frequency of Review** **Three Year Review**
Responsibility for Review Pupil Welfare Committee / Headteacher	

Introduction

This document sets out the school's aims, expectations and practices concerning attendance and punctuality.

The school attendance policy will be made available and accessible to:

- School staff
- Parents & Carers
- Pupils

Our values

- We believe that education is the key to future opportunities, and is an important part of a child's development
- We aim to provide every pupil with an excellent standard of education
- We recognise that in order to achieve their full potential, and attain educational success, pupils need to attend school every day on time
- We recognise that there is a direct link between attendance and educational achievement
- We endeavour to ensure that all our pupils receive an equal opportunity to learn and succeed, regardless of their ethnicity, gender, religion, or disability

Aims and Objectives

- To improve the overall attendance of pupils at the school.
- To raise the profile of attendance and punctuality in the school.
- To ensure that attendance and punctuality is a high priority for all staff, parents and carers, pupils and partners.
- To provide clear ways of working and define agreed roles and responsibilities, to promote consistency and fairness.
- To create and develop clear lines of communication between home and school.
- To ensure the school is aware of and fulfilling it's social, moral and statutory duties.
- To support families with EBSA- emotional based school attendance
- To promote effective partnerships with the LA and other external agencies.
- To make all expectations relating to attendance and punctuality clear to all parties affected by them.

Targets

- We aim to achieve and maintain high standards in attendance.
- Specific and realistic targets will be set for each school year.
- The school targets are based on our aim to achieve an improvement on the previous year's performance.
- The overall school attendance target for 2024-2025 is 96% in Lambeth.

Communication

All attendance related communications between school based staff will be recorded in a clear/concise manner, using an attendance record sheet whenever possible.

Parents and Carers will be notified of attendance/punctuality issues pertaining to their child by; initial phone contact, letters and meetings.

Methods used to inform Parents/Carers & pupil of the link between Attendance and Achievement:

- Including information in the school newsletter

- Providing an accessible copy of the school's attendance policy in the school office and on the website
- Including pupil's attendance/punctuality information at parent's evenings
- PSHE lessons
- Letters
- Special attendance and punctuality assemblies
- Meetings with attendance leader/learning mentor
- Meetings with Educational Welfare Officer
- Contacting parents re attendance/punctuality at an early stage
- Reviewing and updating the school attendance policy
- Prizes for children with 100% attendance over the school year
- Cerificates for children every full term for outstanding attendance

Registration

The school will keep:

- An admissions register, which records the personal details of every pupil at the school; and
- An attendance register which records every pupil's attendance at both morning and afternoon sessions that the school is open to pupil.

The admissions register will include the following information for every pupil:

- Full name, gender, date of birth, the date the pupil was admitted to the school and if a pupil has changed schools, the name of the school the pupil previously attended
- The name and address of every parent and/or carer of the pupil that is known to the school;
- Which of these parents and carers the pupil normally lives with;
- Emergency contact details of the parents and carers;
- The school may include further parental information in order to enhance communication or conduct security checks when parents contact the school.

Registration Procedures

1. The school playground gates will be opened from 8.40 am.
2. School starts promptly at 8:45 am.

   Pupils line up in the designated area for their class, where the class teacher will be collecting them. We appreciate parents waiting with their children until a member of staff is with them.
3. On arrival at the class, the teacher will conduct registration ASAP.
4. Registers close at 9.00 am.
5. The admin team rechecks the register with the Attendance Officer who will compile a list of the names of pupils who are absent from the registers.
6. First Day Calling will commence ASAP

Late System

1. At 8:50am all entrances to the school will be closed (except for the main office entrance)

2. Pupils arriving between 8:50am – 9am will be marked with the L code
3. Pupils arriving at school after 9:00am without a relevant reason (e.g. doctor's appointment) will be marked in the register as an unauthorised (U code) late for the whole morning session.

Punctuality Procedure

1. Ragular late arrivals in the mornings will be addressed by the Attendance Officer
2. Parents/Carers will be invited in for a meeting to discuss the reasons for lateness
3. Targets will be set and time given for improvement
4. Fallure for a pupil and parent/carer to achieve a punctuality target will resut in a parent/carer having to attend a meeting with the Heateacher and Attendance Officer
5. Failure to meet targets and or breach of the agreement made in the meeting will result in the parent/carer having to attend a SAP (School Attendance Panel) with the Lambeth's Education Welfare Officer
6. Failure to adhere to agreed Targets/decisions of the school attendance panel may result in the school issuing parents/caers with a FPN for unauthorised absences

Attendance Procedure

1. If your child is not attending school, it is the parent/carers respobsbilty to contact the school to inform us of the reason for their absence before 8:45am
2. All pupils who are not in school will be recorded as being absent and be marked in the register as an unauthorised absence (O Code) unless a reason we deem to be valid has been reported to the school
3. The attendance officer will commence first day calling for any pupils who are missing.
4. If phone contact with parents/carers is not achieved in the morning, a text message will be sent to parent/carers enquiring of the childs absence.
5. On occasions if the school deem it nessartort staff may carry out a home visit if we do not hear form parents, and social services or the police may be called.
6. We require a message for each day that the child is absent and will call if contact has not been made
7. If a child is absent for at least ten days without contact from parent/ carer then the designated liaison officer will contact the LA's Education Welfare Service and make a referral.
8. Pupils whose attendance is below 95% in a term will result in the pupil's parent/carer being sent a letter requesting their attendance at a meeting with the Attendance Officer. Targets will be set at this meeting and time given for improvement. Pupils whose attendance is between 92%-86% (due to unauthorised absences) could result in parents/careers being issued with a fixed penalty notice (FNP)
9. Due to the New Pupils Regualtion Act 2024 and Educational Fixed Penalty Notice that was introduced by the Government, there is a new procedure to follow for attendance. There are 7 letters (see Appendix A) in the process for pupils to improve. This will incorporate a parent contract. If after all letters and parent contrcts have been implemented and there is still no improvement, and the pupils attendance is below 90%

a referral will be made to the Educational Welfare Service for a court referral panel.

Attendance and Punctuality Meetings

At the first late meeting the Attendance Officer will discuss the following:

- Enquire as to reasons for absence or persistent late attendance.
- Identify any areas of need & offer at least one measure of support.
- Implement enhanced monitoring & targeted intervention for pupil.
- Remind parent of the school's policy and expectations.
- Set achievable and reasonable targets (pupil/parent).
- Utilise incentives and rewards.

At the school attendance panel meeting the following will be included:

- Analysis of the pupil's stats re attainment, attendance and punctuality.
- Review of case and progress/engagement so far.
- Panel to make a decision as to the next course of action.
- Home school contract be utilised.

(The attendance panel may also be utilised to address late collections).

Religious Observance

The school will authorise absence that is due to religious observance but the day must be:

- Exclusively set apart for religious observance.
- Set apart by the parents' religious board (not the parents).

Term Time Holiday Absence

- Holidays in term time are highly discouraged by the school and Lambeth LEA.
- Holidays in term time are not a right, and may not be granted.
- Special Leave will not be granted retrospectively.
- The Headteacher is the only member of staff who can authorise a special leave request.
- Absences before the end of a school term or absences at the beginning of a term will not be unauthosied unless supported by evidence.

Requesting Term Time Leave

1. A request for a pupil to have special leave during term time must be made using the 'Request for Leave during School time' form, which is available from the school office. Any available evidence is to be attached to this application.
2. Each special leave request is considered on an individual basis, using the criteria laid out below.
3. All applications for special leave in term time should be made at least 10 days in advance by the parent/carer or corporate parent that the pupil normally resides with.
4. If the school does not authorise the special leave request and the child is subsequently absent from school, the absence is marked as an unauthorised absence, and on return to school,parent/carers can be issued with a F.P.N

5. If a pupil is kept away for longer than the agreed period, without additional notification/contact from a parent/carer, a referral will be made to the LA Inclusion team.
6. The additional period of absence will be marked as unauthorised (unless there are unavoidable reasons).
7. A special leave request for a period longer than one week is seen as exceptional and will need to be authorised by the Governing Board.

Criteria Used to Authorise or Deny Special Leave

- The amount of time requested
- The age of the pupil and their absence/attendance record
- The proximity of SATs and public examinations
- Ability to catch up the work
- The pupil's educational needs
- The general welfare of the pupil
- The circumstances of the request
- The purpose of the leave
- The frequency of the activity
- When the request was made

The Headteacher (up to 5 days) and the Governing Board (5 days +) are the **only ones** who can authorise a special leave request during the school term time.

Unauthorised Absences and Fixed Penalty Notices (FPNs)

There are consequences for unauthorised absences, including holidays during term time, as follows:

1. On the first occasion an unauthorised holiday is taken in term time the parent/carer will be fined £80 per child per parent. The minimum days unauthorised is 5 days (10 sessions) G codes.
2. On the second occasion an unauthorised holiday is taken in term time the parent/career will be fined £160 per child per parent.
3. On the the third occasion if an unauthorised holiday is taken during term time a referral will be made to the Educational Welfare Services for a court referral panel. This is all within a 3 year roling period.

Re-integration

Pupils who are returning to school after a period of absence will be afforded special provision under the school's reintegration process.

The reintegration process may include any of the following:

- Parent/Carer meeting with the Attendance Officer (the Inclusion Lead orclass teacher may also be involved where appropriate).
- Opportunities and help to catch up on missed work.
- One to one/group sessions with the learning mentor.
- Friendship groups or buddy systems being established.
- Targets set by learning mentor.
- Enhanced monitoring/targeted intervention (where appropriate).

Strategies

The following strategies could be used by the school to address attendance and punctuality issues:

- First day calling
- Home visits
- Breakfast club
- Assemblies
- Attendance/punctuality award ceremonies

procedures to parents/carers, staff and pupils in accessible formats
- Making the school's attendance policy available to Targeted interventions by the learning mentor

- Maintaining clear and effective policies and

Resources

In order to achieve and maintain good levels of attendance the school will utilise the following:

- **Registers**
- An online register **Computer database (SIMS)**
  will be taken at 8:50 am, then at 1pm EYFS and KS1, 1;15-pm KS2
- **Assemblies**
  Encouraging and interactive assemblies, containing information and themes based on maintaining good attendance and punctuality.
  The school uses a computer database to ensure that all attendance and punctuality statistical information is recorded in a clear way, and is readily accessible. All attendance and punctuality records will be kept for three years (at least).
- **Late book**
  To keep a record of all pupils who arrive after school starts, in order to inform parents and to be used to determine pupils in need of targeted intervention.
- **First Day Calling Office**
  The attendance will make a phone call home to the parent/carer of every pupil who is not present at school by 9:20am on the first day of absence. This call will be to ascertain the reason for pupils absence. All information regarding first day calls will be recorded and logged appropriately.
- **Letters**
  Letters will be sent to address any attendance issues, to notify and/or remind parents and carers of school procedures, or to offer support. A letter from the school will be sent out to confirm/invite parents/carers to all attendance related meetings.
- **Attendance Meetings**
  The school's procedure relating to attendance includes parent/carer meetings with the attendance leader, Attendance Officer, Headteacher and School Attendance Panel.

School attendance panel

A School Attendance panel will meet as and when required to discuss all school attendance matters. They will make decisions as to:

- Whether any changes to school policy/practice are necessary.
- Action to be taken regarding individual cases.

School Website

Document publishing basic information about the school will be made available to parents and carers. This document will contain key information relating to the school's ethos and policy regarding attendance and punctuality.

Leave Request Forms

Special leave request form called 'Request for leave during term time' is available from the school office.

School Induction

The school will conduct an induction for the parents/carers of all new pupils (especially Reception class parents). This induction will include information regarding the school's ethos and practices regarding attendance.

Incentives

The school uses the following incentives to promote good attendance and punctuality:

- 100% attendees announced in assemblies,.
- Certificates of achievements
- Attendance and punctuality awards

Roles & Responsibilities

Governors:

- A designated governor may sit on the school attendance panel
- The Governors will be involved in reviewing the school attendance policy at least every 3 years, earlier if necessary
- Attendance will be discussed at every governors meeting
- Will deal with the holiday and or special leave requests that are more than 5 consecutive school days long

Headteacher:

- Will meet with the attendance leader at least once a term
- Will inform governors of attendance progress
- Will meet with individual parents at the appropriate staged meetings
- Will monitor the progress of the attendance leader
- Will sit on the attendance panel
- Is the only person who can authorise special leave or holiday (up to 5 school days)

Senior Leadership Team (SLT):

- A member of the SLT will be present at the school gate every day until 8:50am (Head teacher whenever possible)
- Will create ways to ensure that attendance and punctuality maintains a high priority in the school

Teachers:

- Responsible for taking and maintaining daily registers in line with relevant legislation "The Education (pupil registration) (England) regulations 2006"
- Liaising with the learning mentor (attendance leader) as and when required to discuss attendance issues
- Use creative and innovative methods in encouraging class pupils to attend school every day and on time.

The Attendance Officer:

- Will lead on attendance
- Will identify a group of pupils with the lowest attendance statistics
- Devise, implement and monitor targeted interventions for the target group
- Maintain records of targeted intervention and all contact with parents or carers
- Will provide a progress report on the targeted interventions once a term

Parents/carers:

- To ensure their child is present and on time at school everyday
- To ensure their child is collected from school on time everyday
- Ensuring written explanations are given to class teacher/office staff for all periods of absence
- Attending all meetings regarding their child's attendance
- Notifying school of child's absence by 9:00am on the first day of absence
- Make written requests for special leave/holiday during term time
- To adhere to the school's policies, decisions and contracts

Pupils:

- Ensuring that they attend school every day on time
- Must be aware of and adhere to the school's attendance procedures
- Achieve all targets set as part of targeted interventions
- To participate in school activities to raise the profile of attendance and punctuality

School Admin:

- To input relevant data from the attendance registers into the computer system
- To create and maintain systems to ensure efficient communication between; staff, school and home (parents/carers), the school and external agencies/partners.
- Recording all contact with parents regarding attendance/punctuality.

Premises staff:

- To ensure that clocks are present and maintained in each class room, office and key areas of the school.
- To ensure that all clocks are synchronised with the correct time (GMT/BST)
- To ensure that all school entrances (except the main entrance) are closed by 8:50am

External Agencies

External agencies involvement will be sought for the following reasons:

- To provide support for parents regarding attendance and/or punctuality
- As part of the School attendance panel
- To seek advice/information regarding legislation and/or good practice
- To initiate parent penalty notices/prosecution procedures

Referrals to external agencies will be conducted by the school's Attendance Officer in the following instances:

- Parent/carer not engaging with school regarding attendance issues
- When a pupil has had 10 days of unauthorised absence, without parental contact with school (to aid the school's tracing of a pupil)

- In accordance with relevant legislation and statutory provisions
- Individual targets not met or agreements/contracts breached
- No improvement in attendance performance within specified time
- Decision by the attendance leader, Headteacher or school attendance panel (adhering to school policy)
- To seek advice/information or support
- Before taking a pupil off the school's admissions register
- When an agreement/contract has been breached
- If there are attendance patterns that may cause concerns relating to child protection issues

Where other agencies are already involved with a family, a decision to make a referral may be made at an earlier stage in the interest of safeguarding the child/ren.

Monitoring and Evaluation

The Attendance Officer reviews this policy every 3 years, or earlier if necessary, and considers any amendments in light of the annual finding and reports to the Headteacher and/or The Governing Body, who will report the outcome of any changes to the full governing board every 3 years, or earlier if necessary.

Evaluation of the school's policies and procedures will be conducted by taking into account:

- The views and feedback from; parents/carers, pupils, partners and external agencies
- Statistical data (spreadsheets, charts, graphs)
- The attainment levels across the school
- The school's performance in meeting the targets set across the school at the beginning of the academic year

Links to other documents

The attendance policy and procedures links with the following other school documents:

- Health and safety policy
- Behaviour policy
- Anti-bullying policy

Attendance Codes

O- unauthorised absence
U- unauthorised late

Authorised Codes

K- attending an educational provision organised by the LA which is not the pupil's current school

C1- Absent for the purpose of participating in a regulated performance

C2-Absent for a temporary reduced timetable

J1- absent for visiting another educational setting

If Attendance Is Not Possible

Q- unable to attend due to a lack of access arrangemnents by the LA to facilitate their attendance

Y1- Unable to attend because school is not within walking distance from the pupil's home and transport to and from school normally provided is not available

Y2- Unable to attend due to widespread disruption to travel caused by a local, national or international emergency

Y3-Part of the school premises is unavoidably out of use and pupil cannot be accommodated in in parts of the premises which remain in use

Y4- Whole school closed when school was due to meet for a session but the session has been cancelled

Y5- Unable to attend because the pupil is subject to a sentence of detention

Y6-Travel to or attendance at school would be contrary/ prohibited by guidance/law relating to incidence or transmission of infection or disease

Y7- Unable to attend because of any other unavoidable cause