









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

Date agreed by Pupil Welfare Committee /Headteacher 5th November 2020	Signature of Chair / Vice Chair of the committee or Headteacher 
Date agreed for review Autumn 2022	Frequency of Review Annual / Two year cycle / Three year cycle
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 its social, moral and statutory duties.
- 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 2020-21 is 95% 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
- Circle time discussions with class teacher
- Meetings with attendance leader/learning mentor
- Contacting parents re attendance/punctuality at an early stage
- Reviewing and updating the school attendance policy

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, the name of the school the pupil last attended, and if applicable, a statement that the pupil is a boarder;
- 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 8.45 am.
2. School starts promptly at 9.00 am.
3. A bell will sound in the playground at 8.55 am.
4. When the bell sounds, all pupils will line up in the designated area for their class, where the class teacher will be collecting them.
5. On arrival at the class, the teacher will conduct registration at 9.00 am.
6. Registers close at 9.15 am.
7. At 9.10 am the register will be taken to the school office.
8. The receptionist/clerical assistant will analyse all registers and input the relevant data into the computer system.
9. The learning mentor will compile a list of the names of pupils who are absent from the registers.
10. First Day Calling will commence at 9:20am.

Late System

1. Pupils arriving after 9.00am will be marked as late in the register.
2. At 9.00am all entrances to the school will be closed (except for the main entrance).
3. All pupils arriving after 9.00am must come to the school office and collect a red slip to be taken to their teacher.
4. A designated member of staff will ensure that pupils entered in the late book are also marked down in the relevant class register correctly.
5. Pupils arriving at school after 9:15am without a relevant reason (e.g. doctor's appointment) will be marked in the register as an unauthorised late for the whole morning session.

Punctuality Procedure

1. Failure for a pupil and parent/carer to achieve target will result in the parent/carer having to attend a meeting. The meeting will be with the Headteacher and the attendance leader.

2. Failure to meet targets and/or breach of the agreement made in the meeting will result in either the parent having to meet with the school attendance panel, or the panel discussing the individual case. The panel will agree the next action, and set targets where appropriate.
3. Failure to adhere to agreed targets/decision of the school attendance panel may result in parent penalty notices or parent prosecution proceedings being initiated.

Attendance Procedure

1. All pupils who are not in school by 9:15am will be regarded as being absent and be marked in the register as an unauthorised late.
2. First day calling will commence at 9:20am to find out why pupils are not in school.
3. If phone contact with parents/carers is not achieved in the morning a second attempt will be made in the afternoon in addition to a text message.
4. If there is no contact from a parent/carer, first day calling will continue every day until contact has been achieved or until the child has returned to school.
5. 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 Officer and make a referral.
6. 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 learning mentor. Targets will be set at this meeting (see attendance meetings).
7. Failure for a pupil and parent/carer to achieve a target within the agreed time period will result in the parent/carer having to attend a second meeting. The second meeting will be with the attendance leader. The Headteacher may also be involved in this meeting if it is deemed necessary. Targets will be set at this meeting (see attendance meetings).
8. Failure to meet targets and/or breach of the agreement made will result in either the parent having to meet with the school attendance panel, or the panel discussing the individual case. The panel will agree the next action, and set targets where appropriate.
9. Failure to adhere to agreed targets/decision of the school attendance panel may result in parent penalty notices or parent prosecution proceedings being initiated

Attendance and Punctuality Meetings

At the first late meeting the learning mentor 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 second meeting the learning mentor and Headteacher will discuss the following:

- Enquire as to why the previously set targets have not been met
- Pupil's statistics and attainment information.

- The link between good attendance/punctuality and achievement to be made clear.
- Identify any areas of need & offer at least one measure of support.
- The school attendance/punctuality policy will be referred to, in order to remind parents/carers of the school's and the LA's expectations.
- A home school agreement/contract made to include achievable and reasonable targets over a prescribed period of time.
- Formal notification of the next stages in the school's procedures.

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 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.

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 must 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.
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
- The pupil's general 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. If a child has 6 days (12 sessions) of unauthorised absence in a 6 week period the parent/carer may be issued with a £60 fine per parent/carer, being either £60 or £120 for 2 parent/carer families.
2. Unauthorised absences are coded as G, U and O.
3. All absence codes can be found at the bottom of the pupil's attendance record.
4. Fixed Penalty Notices are issued by Lambeth Education Welfare Service, not the school.

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 leader (learning mentor/SENDCo/class teacher may 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
- Attendance/punctuality monitoring cards
- Breakfast club
- Whole school competitions
- Assemblies
- Attendance/punctuality award ceremonies
- Maintaining clear and effective policies and procedures to parents/carers, staff and pupils in accessible formats
- Making the school's attendance policy available to Targeted interventions by the learning mentor

Resources

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

- **Registers**
A paper register will be taken by the class teacher to ensure all pupil attendance is record at the beginning of the morning and afternoon sessions (See Health and Safety policy).
- **Assemblies**
Encouraging and interactive assemblies, containing information and themes based on maintaining good attendance and punctuality.
- **Computer database (SIMS)**
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 System**
The learning mentor 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 why the pupil is not at school. 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, learning mentor, 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.
- Have the power to fast track parent penalty notices or prosecution.

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, newsletters, notice boards.
- Certificates of achievements
- Attendance and punctuality awards

Roles & Responsibilities

Governors:

- A designated governor will sit on the school attendance panel
- The Pupil Welfare Committee 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
- Will conduct random gate duties
- Is the only person who can authorise special leave or holiday (up to 5 school days)

Senior Management Team (SMT):

- A member of the SMT will be present at front of the school every day until 9.00am (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"
- Obtaining written explanations for absence (medical notes etc.)
- Liaising with the learning mentor (attendance leader) at least once a term to discuss attendance issues
- Use creative and innovative methods in encouraging class pupils to attend school every day and on time.

Learning Mentor:

- 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 receptionist/clerical assistant:

- 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 9.00am

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 designated liaison 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 Learning Mentor 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 Pupil Welfare Committee, 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