



LDDBS Academies Trust

Excellence and Equity for All Children in a Christian Context

Attendance Policy

INSPIRING BELIEF
in God and one another



ST RICHARD'S
SCHOOL

DATE APPROVED BY THE LAC	February 2020
REVIEW DATE	February 2021
Signed Headteacher	<i>Knock</i>
Signed Chair of LAC	<i>Anne Huse</i>

Vision Statement

Our schools aspire to provide 'excellence and equity in a Christian context', where every child is valued as a unique individual treasured by a loving God. 'I have inscribed you on the palms of my hands.' Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full. 'I have come that they may have life and may have it in all its fullness'. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school, we demonstrate how we support this vision through our values, which are Friendship, Endurance, Trust and Hope and summarised in the school's own vision statement: Inspiring belief in God and in one another.

The vision of St Richard's CE Primary School is for a thriving and outstanding school where children and adults, working with the local community, have the opportunity to become the best they can be.

Inspiring belief...

- in ourselves – through progression and fulfilment
 - in each other – through motivation and teamwork
 - in the children – through showing them their potential
 - in the parents – through building trust by results
 - in God to all – through our whole lives
-
- We believe in looking out for everyone
We put safety first and we do all we can to ensure that all needs are met.
 - We believe in working together
We act like a family who support and motivate one another.
 - We believe in aiming for the best
We do all we can to ensure the highest quality in every area – our children deserve nothing less.
 - We believe in looking to the future
We are positive and seek opportunities to grow and improve, overcoming obstacles to achieve our goals.

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

Attendance Policy

Rationale

Regular attendance and punctuality are essential for children to be the best they can be. In order to make the most of the learning opportunities provided within school, children need to have the continuity of provision, which consistent attendance allows. Good punctuality means there is less disruption to the lessons and children do not miss the vital start to the day, which includes collective worship. Good attendance and punctuality supports our Christian Value of Friendship and the school vision of inspiring belief in each other - through motivation and teamwork.

School staff set the example by ensuring punctual arrival to lessons and meetings and demonstrating the value given to school time. They encourage good time keeping and attendance while being sensitive to individual needs.

Aims

- To encourage the highest possible levels of attendance and punctuality.
- To ensure that all pupils have full and equal access to the best education we can offer in order to increase learning.
- To make parents aware of their legal responsibilities.
- To ensure systems are in place for monitoring attendance and for early identification of any difficulties.

School Times

- Children are allowed into the school from 8.35am.
- The school day begins at 8.45am promptly and the register is taken at this time.
- If your child arrives after this time, a late is recorded using an L code.
- The classroom doors close at 8.45am and the playground gate is closed at 8.50am. After 8.45am, children will need to enter school via the School Office.
- Close of registration is at 9.15am for all year groups. If your child arrives after this time, a 'U' code will be recorded on the register, which counts as an unauthorised absence for the morning session.
- Afternoon registration is at 1.00pm.
- School finishes at 3.10pm for children in Reception and Key Stage 1 and at 3.15pm for children in Key Stage 2.
- Nursery children also start the day at 8.45am. Finish times vary according to your child's agreed hours.

Responsibilities

All members of the school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities that individuals might have:

Class Teacher

- Complete the electronic register fully for the morning and afternoon sessions.
- Keep an overview of class and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and unusual explanations for absence offered by children and/or their parents/guardians.
- Inform the Headteacher or Deputy Headteacher of concerns.
- Provide background information to support referrals.
- Emphasise with their class the importance of good punctuality and attendance.
- Discuss attendance issues at parents' evenings.
- Set a good example by arriving promptly to lessons and meetings.

Attendance Officer and Administration Staff

- Process registers on a daily basis.
- Will endeavour to contact families when a child is absent if the parent has not contacted the school.
- Monitor individual attendance or punctuality on a daily basis.
- Liaise with parents/guardians about issues of attendance and punctuality.
- Feedback and discuss individual cases with teachers.
- Request medical evidence from parents/carers when an attendance target is in place.
- Inform the Headteacher or Deputy Headteacher on a formal and informal basis of patterns of attendance.
- Process requests for term time leave by referring them to the Headteacher.
- Collate weekly attendance percentages for Celebration Assembly and the School Newsletter.
- Issue letters about attendance and punctuality.

The Headteacher/Deputy Headteacher

- Monitor overall school attendance for all pupils.
- Issue letters about attendance and punctuality.
- Make referrals to the Education Welfare Service and liaise with the Education Welfare Officer.
- Identify trends in authorised and unauthorised attendance.
- Monitor the attendance of groups of pupils e.g. boys/girls, Pupil Premium pupils, SEND pupils.
- Ensure that this policy is followed.
- Meet with parents regarding issues relating to attendance and punctuality.
- Promote high attendance and punctuality within the school community.
- Report attendance issues to the LDBS Academies Trust and Local Academy Committee.

Attendance and Punctuality Procedures

Attendance

1. Parents/Carers should inform the School Office by 9.30am if their child is going to be absent from school. An answerphone service is available.
2. The Admin Team will telephone or send a text message if a child is absent and the parent/guardian has not informed the school.
3. If an absence has not been explained an unauthorised absence will be recorded in the register.
4. If attendance falls below the 95% mark, a letter will be sent home informing the parent/guardian that their child's attendance is below the school target of 96%. The pupil's attendance will then be monitored to ensure it improves.
5. If a child's attendance falls below 95% and there is no improvement, the procedures set out in the 'Attendance Procedures Flow Chart' are followed.
6. If a child is absent for 3 consecutive days and no contact can be made with the parent/carers of the child, the child will be reported to Children Social Care as a 'Child Missing Education' on the third day of absence.

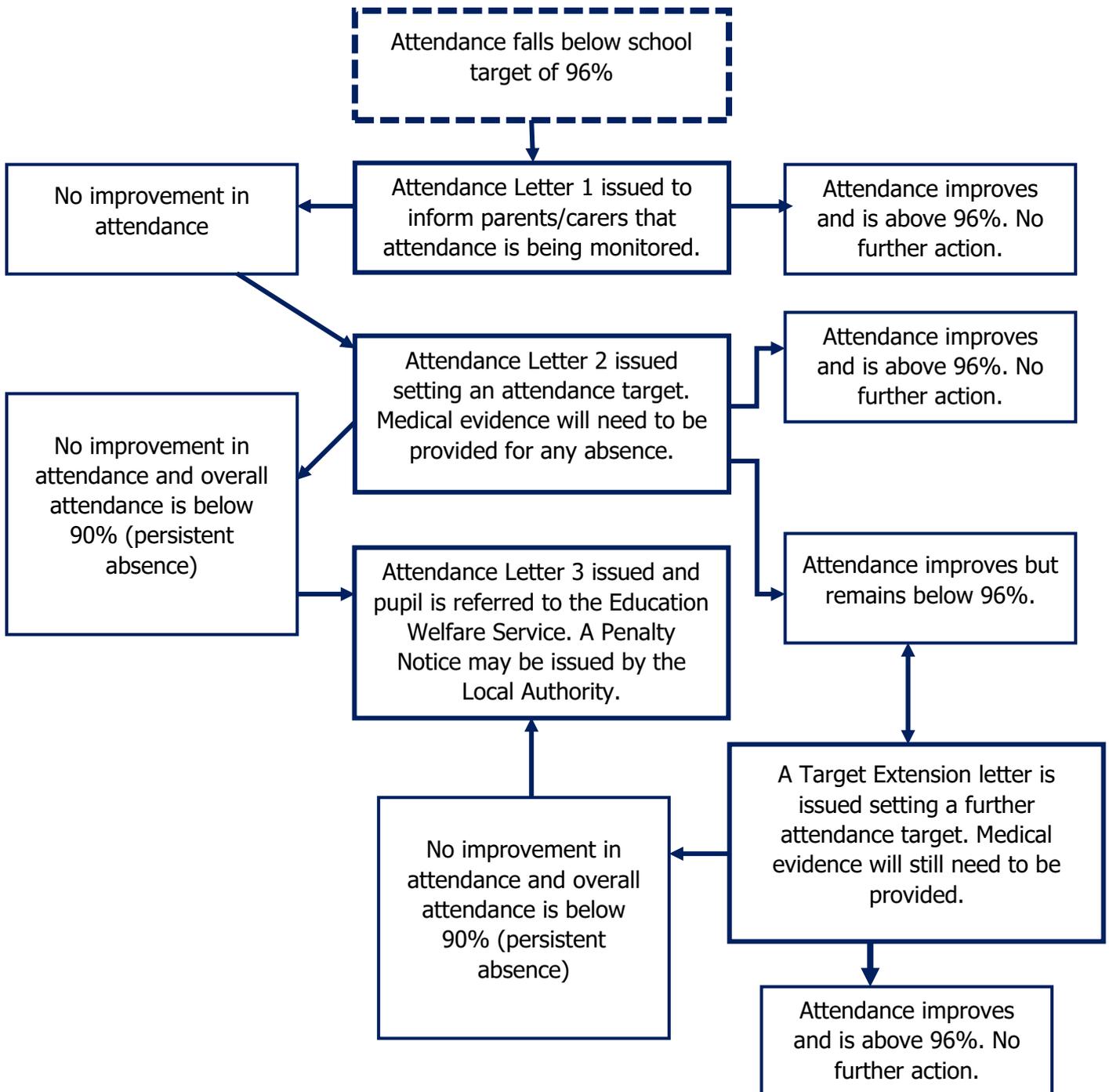
Punctuality

1. When a child is late (arrives at school after 8.45am), the parent/carer must take their child to the School Office and sign the late book, giving a reason for the lack of punctuality.
2. If a child is late a second time in the same half term, they will pay back the lost time at playtimes and lunchtimes. This time will be spent completing work.

Attendance Monitoring

Each week, the Headteacher or Deputy Headteacher will meet with the Attendance Officer to analyse the report of children whose attendance falls below the school target of 96%.

Attendance Procedures Flow Chart



Application for Exceptional Leave for pupil/s during term time

Parents/carers should fill out the form below if they wish to take their child out of school during term time in the case of an emergency. Please note that family holidays during term will not be authorised, unless there are exceptional circumstances.

Please consider, before making such a request, the following:

1. Regular and punctual attendance is both a legal requirement and essential to the child's education, to maximise the opportunities available to them.
2. Holidays in term time are not permitted. Please see the school website for the dates of school holidays.
3. If special leave is authorised, pupils will be expected to return on the date specified, or any additional time will be recorded as an unauthorised absence, and may result in their removal from the school register and fines. In addition, schools are instructed to make a referral to Education Welfare Services if pupils do not return to school at the start of each term. Please see the school website for term dates. If your child is removed from the school roll, they must reapply for a place, which is not guaranteed to be at the same school.
4. If you take your child on holiday without authorisation, or if they do not return by the agreed date, the Local Authority has the power to issue parents/carers with fixed penalty notices for each child, £120 payable within 28 days (which will be reduced to £60 if paid within 21 days). You may be prosecuted in the Magistrates' Court under item 444 of the Education Act 1996, for a maximum penalty of a £2500 fine per parent per child, and/or a prison sentence of 3 months.

Application for Exceptional Leave for pupil/s during term time

1. Name: _____ Class: _____

Name: _____ Class: _____

2. Dates requested: from ___ / ___ / 20___ to ___ / ___ / 20___ Number of days: _____

3. Reason for request: _____

4. Details

a) If requesting exceptional leave to go abroad, please supply the destination country and address:

b) If the child/ren will access education during the visit, please give details:

5. Name of parent/carer (print): _____ Phone: _____

Address (UK): _____

Signature: _____ Date: _____

Office Use only

APPROVED/ NOT APPROVED

Comments: _____

Signature of Head of School: _____ Date: _____

