



Lancaster Steiner School Attendance Policy

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DOCUMENT CONTROL

Version history

Version	Date	Comments
V1.0	15/04/2016	
V1.1a	June 2016	
V2.0	12/07/2018	

Changes since last version

Version	Description
V1.1a	Yearly Review
V2.0	Issued
V2.1	Title changed from Lateness and Absence to Attendance

Reviewers

Name	Role
Louise Duirwyn	Teacher Coordinator
School Governance Team	
Date of Next Review	12/07/2019

Issue control

Owner	Lancaster Steiner School
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Trustee with Responsibility	Inclusion Trustee (see current trustee list)
Signature	<i>Louise Duirwyn</i>
Sign off Date	12/07/18

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Is prepared using the DFE publications;

- **School Attendance Departmental: advice for maintained schools, academies, independent schools and local authorities - November 2016**

- **Ensuring a good education for children who cannot attend school because of health needs**

Jan 2013 - <https://www.gov.uk/illness-child-education>

Introduction

Regular and punctual school attendance is required by law for all pupils over school age (ie attending school in the year in which they turn 5) . Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Lancaster Steiner School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to parents during the admissions process and also on our school website to all parents/carers of pupils who are registered at our school.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the college of teachers work to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

Aims and Objectives

This attendance policy ensures that all staff and trustees in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to kindergarten aged children in order to promote good habits at an early age.

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- Work in partnership with pupils, parents and staff so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Definitions

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

The Dept of Education states that only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.

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- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupil's attendance and punctuality
- To refer to the Educational Welfare Service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report attendance statistics to SIS or a recognised official body
- All staff should be aware that they must raise any attendance or punctuality concerns to the college of teachers.

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Responsibilities

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

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the college of teachers where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted inside the register
- Discussing attendance issues at consultation evenings where necessary
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues

The College of Teachers is responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Monitoring individual attendance where concerns have been raised
- Providing reports and background information to inform discussion
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Administration staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring the Absence/Late Book is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the class teacher and SENDCo
- Sending out standard letters regarding attendance

Parents are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time, in writing. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.

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- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

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Registration

The school garden is open from 8.45am. The bell rings at 8.55am. Class teachers take the register which is left open until 9.15am. Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session (Attendance code / and \ for pupils who are present).

Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

Lateness

After 9.00am the only way to get into school is via the school office. Any pupil who comes into school this way will be marked as late in the attendance record (L).

Records are kept of those pupils who are late, the late book must be filled in and signed by the parent/guardian. Children arriving after 9.15am will be marked as U, an unauthorised absence). Class teachers alert office staff if a pupil has not arrived by 9.15am and office staff will contact parents for further information.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.05am will have the absence recorded as a medical absence (Attendance code M).

Children who are persistently late miss a significant amount of learning and settling in time.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and offer an opportunity to discuss issues that are preventing attendance and punctuality, for example, a health issue, SEND or transport. School will provide opportunities for parents/carers to seek support and advice to address these issues. For certain children with SEND documentation can be found in pupils IPPs regarding attendance targets. Part of the meeting may involve drawing up a contract, if the parent is not able to adhere to the contract and lateness or absence persists we may have to involve the LA.

ABSENCES

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

All absence for illness must be done either in person or via telephone. Emails are not acceptable.

All absence must be reported every day, even in the case of long-term illness, unless agreed by written consent from the Office Manager or class teacher.

All absences are recorded as either authorised or unauthorised absences on register. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The college of teachers has the responsibility to determine whether absences are authorised or unauthorised. Where we have not received reasons for a child's absence then we send a letter requesting these details to parents/carers to complete. If this letter is not completed and returned by the specified date then the absence will be recorded as an unauthorised absence.

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First Day Contact

Where a child is absent from school and we have not received any verbal communication from the parent, then we initiate a first day contact process.

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There are occasions when we are unaware of the reason for a child's absence and we will contact the parents for clarification of the child's absence. If the staff cannot contact the parent, we may assume the child is missing and initiate a 'missing child protocol' or at the very least contact Children and Families to report a safeguarding concern.

Illness

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

The school will, after a period of illness lasting 10 days (either in a block or amalgamated) contact the community public health nursing service (school nursing services) to discuss this with them.

Parental Request for Absence from School for Holiday

As an independent school, we can allow, in special circumstances holiday absence, say if the holiday is of great value to the child or is for a wedding or funeral. This cannot be a habitual occurrence.

However, in order to obtain this the parent must apply to the class teacher in writing, we understand that there are unforeseen circumstances such as funerals when it is not possible to plan in advance however wherever possible please make a requests in advance. The communication must have the reasons that you wish to take your child out of school and what benefit it will have on the child.

We will then assess this within the College of Teachers and inform you of our decision via the class teacher after the College of Teachers' Meeting. If we feel being out of school will be detrimental to your child's education, we will not allow such absence and will inform you in writing.

We will be assessing the following:

- Your child's progression in the class
- The importance of being in school at that time in the school year

If you fail to follow procedure on this, your absence may be classed as unauthorised.

Taking your child out of school in an emergency

If you need to take your child from school in an emergency, this must be done by providing the class teacher a letter explaining why you need to remove your child and how long you expect this time out to be.

This must be presented to the receptionist, who will contact the Teacher Co-ordinator who will, in turn take this to the class teacher. Under no circumstances are parents allowed to disrupt the class to take their child there and then.

The class teacher, if feeling that this is not suitable has the right to contact the School Safeguarding Team in order to asses this further.

Addressing Attendance Concerns

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The school expects attendance of at least 95%.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the college of teachers to support good attendance and to identify and address attendance concerns promptly.

We rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns. Initially concerns about attendance are

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raised with parents via letters which are sent home. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Educational Welfare Service.

Unauthorised absence

If you choose to take your child away on absence, without, in the school's opinion, good reason or thought for the child's education, for more than ten occasions in a ten-week period, the school will on the first instance contact you in writing. It will be explained that any further absences will be classed as unauthorised absence, which, after ten in any ten-week period will be passed onto the Education Welfare Specialist team of the LEA. If they are not satisfied that absence is justified, they may take legal proceedings against you.

General

- All classes are to maintain daily pupil registers for morning and afternoon sessions.
- Coding must be used to minimise error
- All registers to be checked by the Office Manager on Mondays and any unexplained absence investigated as per lateness and missing child policy
- Children who leave without informing school that they are transferring to another school or intend to home educate are reported to the LEA officer
- the child's progression in class
- the importance of being in school at that time in the school year
- Concerns about attendance are in the first place discussed with the parents then, if deemed necessary to the LEA officer.
- Attendance issues relative to health are dealt with supportively and clearly, with special measures being provided for these children

See also

- Parents Handbook

Issue date

This policy takes effect from Sept 2018

Review date

This policy will be reviewed and revised by the SENDCo, Office Manager and Trustee for Inclusion on an annual basis.