



Loughton School

Attendance Policy

1. Aim Statement

Loughton School sees regular and punctual school attendance as essential for all pupils if they are to be successful and take full advantage of the educational opportunities available to them. To this end the school aims to work in partnership with parents to ensure the highest possible levels of attendance and punctuality.

2. Statutory Framework

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised (see below). (see section 5)

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

3. Rights and Responsibilities

Improving attendance at Loughton School is the responsibility of everyone in the school community – pupils, parents, governors and all staff.

- **School Year Attendance: 180 days**
- **School Target for Attendance: 96+%**
- **This allows for 7.2 days' absence per year, which is less than 2.5 days per term**
- **School Target for Unauthorised Absence: 0%**

Pupils

All pupils are expected to attend school and all of their lessons regularly and punctually. Pupils who do experience attendance difficulties will be offered prompt and sympathetic support, from their class teacher, the family support workers and if the need should arise, from the headteacher.

Parents/Carers

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn. If a child is prevented for any reason from attending, parents are requested to notify the school on the first day of absence. A pupil's absence from school must be considered as unauthorised until a satisfactory explanation is received from the parent. Parents will be informed promptly of any concerns which may arise over a child's attendance. This will be from the family support workers initially so they can provide support. If the poor attendance continues a meeting with the headteacher will be arranged.

School

Staff will endeavour to encourage good attendance and punctuality through personal example. Attendance is the responsibility of all school staff. The school will employ a range of strategies (see below) to encourage good attendance and punctuality and will investigate promptly all absenteeism, liaising closely with parents. Staff will respond to all absenteeism firmly and consistently.

4. Registration

Prompt and accurate registration is essential. Registration is both a legal requirement and ensures an orderly start to morning and afternoon sessions.

- a) Registers should be completed, using a pencil, at the beginning of the morning and afternoon sessions and returned promptly to the office.
- b) If a pupil arrives after the register has been returned to the office they must be entered in the late book. They will then be registered 'late' for that session.
- c) If a pupil arrives 30 minutes or more after the closure of the register they must be entered in the late book at the office. They will be registered as **unauthorised** absence for the session unless an appropriate explanation is received.

5. Authorised and Unauthorised Absence

Parents should be aware that it is the school that decides, namely the headteacher, whether an absence is to be authorised or unauthorised. A letter or other communication does not in itself authorise an absence.

Loughton may refer parents to the local authority for action if children are taken out of school to go on holiday for five consecutive days or more during term time.

The Department for Education has removed the discretion of headteachers to grant leave in term time unless there are 'exceptional circumstances'. It is up to the discretion of the headteacher to determine, on a case by case basis, what are 'exceptional circumstances' and the number of days a child can be away if leave is granted. If leave is not agreed the school can enforce a Fixed Penalty Notice.

6. Absence, Expectations and Follow-up Attendance

- a) Parents should notify the school, by one of the following: telephone – 01908 665971 Option 1 (answering service available); in person; ParentMail or filling a form on the school website on the first day of absence, giving the reason and, if possible, the likely duration of the absence.
- b) If a pupil is absent and there is no notification, the office will contact the parents to ascertain the reason for absence.
- c) If a pupil returns to school after a period of absence and fails to bring a note, the class teacher and office team will follow up the absence until a satisfactory response is received.
- d) All absences should be verified. Any outstanding absences will be investigated by letter, generated by the office.
- e) If a pupil is persistently (or intermittently) absent the family support workers will write to the parents and invite them to a meeting at school to discuss the pupil's attendance record with themselves. Should the absences not improve, then the headteacher will arrange a meeting with the parents to discuss this further. If absence is still a concern after this meeting, then the headteacher will take further action.

Lateness

If a pupil is persistently late, more than 5 times in a half-term the family support workers will contact parents to inform them of our concern. If the lateness continues, parents will be invited into school to discuss the problem with the headteacher.

7. Strategies for Promoting Attendance and Monitoring Absences (including persistent absence)

- Loughton School will offer an environment in which pupils feel valued and welcomed. The school's ethos must demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken.
- An exciting, varied and flexible curriculum will be offered to all pupils. Every effort will be made to ensure that learning tasks are matched to pupils' needs and learning styles.
- Attendance data, including persistent absence, will be monitored regularly and analysed in order to help identify patterns, set targets, correlate attendance with achievements and support and inform policy. This is done by the family support workers and reported to the headteacher.
- Good attendance certificates will be awarded to classes at the end of the week if they have achieved 98% and above. This will be from the family support workers. This will be published in the headteacher's newsletter.
- 100% attendance certificates will be awarded to classes at the end of a week from the headteacher. This will be published in the headteacher's newsletter.
- The class who has the most certificates at the end of each half term will be awarded a treat from the headteacher.
- Pin badges and pencils for 100% attendance will be awarded to individuals at the end of each term.
- Enamel badges and pens for 100% attendance will be awarded to individuals at the end of the academic year.
- Parents will be reminded regularly (via newsletters, parents' evenings etc) of the importance of regular attendance.
- Pupils who are absent through sickness for any extended period of time will (when appropriate), have work sent home to them and will be re-integrated back into the school upon their return.
- Pupils who have been absent for whatever reason for an extended period of time will (when appropriate), have individually tailored re-integration programmes prepared for them.
- The headteacher will make a termly report to the governing body on attendance matters.
- The headteacher will, when appropriate, liaise with other services and agencies when this may serve to support and assist pupils who are experiencing attendance difficulties.
- Regular visits to be made to feeder schools, and secondary schools, to ensure the smoothest possible transfer of pupils.

Note: Persistent absence is where the number of absences for a pupil is over and above the limit set for each term. The limit is calculated on the length of the terms and is accumulated i.e. autumn term absences → autumn + spring terms' absences → autumn + spring + summer terms' absences.

Legal Sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the school can decide whether to prosecute the parent or withdraw the notice.

8. Roles and Responsibilities

The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

The headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school and for monitoring school-level absence data and reporting it to governors. The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

The pupil administration manager

The pupil administration manager provides attendance data on a weekly basis or as required, for analysis/action by the family support workers.

The family support workers

The family support workers monitor attendance data at the school and individual pupil level. They arrange calls and meetings with parents to discuss attendance issues. They report concerns about attendance to the headteacher and advise the headteacher when to issue fixed-penalty notices.

Teachers

Teachers are responsible for recording attendance on a daily basis using the correct codes and submitting this information to the school office.

Office staff

Office staff are expected to take calls from parents about absence and record it on the school attendance database.

APPENDIX

Attendance Codes

/	Present (AM)		
\	Present (PM)		
B	Educated off site (not Dual registration)		
C	Other authorised circumstances	P	Approved sporting activity
D	Dual registration	R	Religious observance
E	Excluded	S	Study leave
F	Extended family holiday (agreed)	T	Traveller absence
G	Family holiday (not agreed)	U	Late (after register closed)
H	Holiday annual family (agreed)	V	Educational visit or trip
I	Ill	W	Work experience
J	Interview	X	COVID-19 related absence
L	Late	Y	Enforced closure
M	Medical/Dental	Z	Pupil not on roll
N	No reason yet provided for absence	#	School closed to pupils
O	Unauthorised absence	-	All should attend/No mark recorded