



Student Attendance Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility:	Curriculum, Community and Student Welfare Committee
Date Approved:	Spring 2019
Review Period:	3 yearly
Next Review Date:	Spring 2022

The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2017

Background and rationale

The staff and Governors of Limpsfield Grange School firmly believe that all students benefit from regular school attendance. Children missing education (CME) are at significant risk of underachieving, being victims of abuse and becoming NEET (not in education, employment or training) later on in life. To this end, we will do all that we can to support parents and carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified early and acted on promptly. We also give consideration to the guidance set out in the document **School Attendance: Guidance for maintained schools, academies, independent schools and local authorities (Department for Education September 2018)**.

Aims of the policy

The aim of the policy is to clarify Limpsfield Grange's expectations regarding student attendance and to make clear our attendance procedures for our wider community.

Scope

This policy applies to all Limpsfield Grange permanent and bank staff; Governors; students; parents/carers and family members and members of our wider community.

The Government expects schools, Local Authorities and parents to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to full-time education to which they are entitled; and,
- Act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all students are punctual to their lessons

At Limpsfield Grange, we expect students to:

- Attend school regularly
- Attend school punctually
- Attend school appropriately prepared for the day
- Attend all of their timetabled lessons
- Discuss promptly with a member of staff, any problems that may affect their school attendance

At Limpsfield Grange, we expect parents and carers to:

- Encourage regular school attendance through working in partnership with the school and be aware of their legal responsibilities
- Ensure that their daughter arrives at school punctually and prepared for the school day
- Leave a message on the absence line by 8am every day that your daughter is unwell and unable to attend school
- Inform the school at least 24 hours in advance of an appointment that will require absence from school by sending an email to Mrs Gardiner (secretary@limpsfield-

grange.surrey.sch.uk) and copying to the Deputy Headteacher (deputy@limpsfield-grange.surrey.sch.uk).

- Provide an appointment card or letter to support the absence, within 24 hours of the appointment taking place
- Notify the school immediately of any changes to contact details
- Notify the school of any home circumstances that might affect behaviour and learning of your daughter
- If your child uses Local Authority transport, parents will ensure that their daughter is ready for the agreed pick up time

We will:

- Support students and their parents or carers in the establishment of high levels of attendance and punctuality
- Provide a welcoming atmosphere
- Provide a challenging and stimulating learning environment
- Provide a sympathetic response to any student or parent or carer concerns
- Encourage excellent attendance and punctuality through our rewards system
- Keep regular and accurate records of attendance and punctuality for all students, at least twice daily
- Monitor every student's attendance regularly and publish attendance statistics to the Governing Body each term
- Contact parents and carers when a student fails to attend and where no message has been received to explain the absence. If we are unable to contact the primary contact, we will contact the secondary contact.
- Inform parents and carers in writing of irregular attendance, arrange meetings with them if necessary and refer the family to the Education Welfare Service if the irregular attendance continues.
- Consider making a referral to the Education Welfare Officer (EWO) where attendance is below 90%
- Closely monitor attendance that is below 95%
- Make initial enquiries regarding students who are not attending regularly
- Meet, at least once every half term, with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality
- Refer irregular or unjustified patterns to the Education Welfare Officer (EWO)
- Ask for verification from a GP or other medical professional in the case of long term or frequent absence due to medical conditions

Attendance and Punctuality

Punctuality to school is crucial and registration at the beginning of the day with a student's tutor is an important time of the day. Lateness into school causes disruption to the individual's learning and to that of the other students in the class. It is paramount therefore that all students arrive at school on time. School starts at 9am but the school is open from 8.30am. Students who arrive after 9am will be recorded as late to school. Students arriving late must ensure they go straight to the school office to register. Students arriving late due to LA Home School transport will not be penalised. Registers

close at 9.15am and after this, lateness is recorded as an unauthorised absence and can be subject to prosecution by the Local Authority. Persistent lateness by a student will be dealt with through the school pastoral system and may be referred to the EWO.

Students leaving with a parent/carer for an appointment during the school day

Students are not allowed to leave with a parent/carer during the school day without prior permission from the Deputy Headteacher. Wherever possible, parents should try to arrange medical and other appointments outside of the school day. Parents are requested to inform the school at least 24 hours in advance of an appointment that will require absence from school by sending an email to Mrs Gardiner (secretary@limpsfield-grange.surrey.sch.uk) and copying to the Deputy Headteacher (deputy@limpsfield-grange.surrey.sch.uk). Parents/carers must provide an appointment card or letter to support the absence, within 24 hours of the appointment taking place. Students must sign out at the office on leaving the school and sign back in on their return. Where a student is being collected from the school, parents/carers are requested to report to the school office before the student is allowed to leave the site.

Parental Requests for leave of absences during term time

The school holiday and INSET dates are published at the earliest opportunity and we expect parents and carers to book their family holidays during the school holidays. It is our policy not to authorise holidays in term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013 states that a Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted. Parents and carers who wish to take their daughter out of school during term time must put their request in writing to the Deputy Headteacher at least two week's in advance of the date of the requested absence. Permission for authorised leave of absence can only be granted in exceptional circumstances, approved by the Headteacher. Where leave of absence is taken which does not fall into the exceptional circumstances category, it will be recorded on a student's attendance record as unauthorised absence.

Penalty Notices

The Education Welfare Service, acting on behalf of Surrey County Council, may issue a Penalty Notice as an alternative to the prosecution of a parent for their child's unauthorised absence, including unauthorised holiday, from school and requires the recipient to pay a fixed amount. The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent for failing to ensure regular school attendance under Section 444 of the Education Act 1996.

Circumstances when a Penalty Notice may be issued

- Students identified by Police and Education Welfare Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
- Where a child is taken out of school for 5 days or more and the 'leave of absence' is without the authority of the Headteacher, **each parent** is liable to receive a penalty notice for **each child** who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

Responding to Non-Attendance

If no message is left on the absence line by the parent/carer by 8am, every day that the child is absent, the school will make all reasonable attempts to contact the parent/carer after registers close. If the parent/carer is not reachable by telephone, a ParentMail (email and text message) will be sent, requesting the parent/carer to contact the school within the next 30 minutes. If there is still no response, the school will contact the emergency contacts held for that child. The school will then consider whether other agencies (such as the Police, Education Welfare Service (EWS) and possibly Children's Services) need to be involved. In the following circumstances, a referral to Children's Social Care and/or the Police will always be made promptly:

- The child may be the victim of a crime;
- The child is subject of a Child Protection plan;
- The child is subject of Section 47 enquiries;
- The child is looked after;
- There is a known person posing a risk to children in the household or in contact with the household;
- There is a history of the family moving frequently;
- There are serious issues of attendance.

Review

The Governing Body of Limpsfield Grange School adopted this policy on:

It will be reviewed on:

Signed:

Dated:
