



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: CCSW

Date Approved: Autumn 2022

Review Period: Every 3 years

Next Review Date: Autumn 2025

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 2021

Limpsfield Grange School Student Attendance Policy

Aims

All schools have a continuing responsibility to proactively manage and improve attendance across their school community. Attendance is the essential foundation to positive outcomes for all students and is therefore everyone's responsibility in school. All of our students have additional needs; however, we maintain the same high expectations for attendance.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that promotes and values good attendance, including:

- Reducing absence, including persistent and severe absence. Persistent absence is where students miss 10% or more of school. Severe absence is where student miss 50% or more of school;
- Ensuring every student has access to the full-time education to which they are entitled;
- Acting early to address patterns of absence;
- Building strong relationships with families to ensure students have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

Legislation and guidance

Within this policy, consideration has been given to the guidance [working together to improve school attendance](#) 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:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Roles and responsibilities

The Governing Body

The Governing Body, through the Curriculum, Community and Student Welfare Committee, is responsible for:

- Promoting the importance of school attendance across Limpsfield Grange's policies and ethos;
- Making sure school leaders fulfil expectations and statutory duties;
- Regularly reviewing and challenging attendance data;

- Monitoring attendance figures for the whole school;
- Making sure staff receive adequate training on attendance;
- Holding the Headteacher to account for the implementation of this policy.

The Headteacher

The Headteacher is responsible for:

- Implementation of this policy;
- Issuing fixed-penalty notices, where necessary.

The designated Senior Leader responsible for attendance is Emma Phillips, Deputy Headteacher, and she is responsible for:

- Leading attendance across the school;
- Monitoring school-level absence data and reporting it to Governors;
- Supporting staff with monitoring the attendance of individual students;
- Monitoring the impact of any implemented attendance strategies;
- Offering a clear vision for attendance improvement;
- Evaluating and monitoring expectations and processes;
- Devising specific strategies to address areas of poor attendance identified through data;
- Arranging calls and meetings with parents to discuss attendance issues;
- Delivering targeted intervention and support to students and families.

Tutor Team

The tutor team are responsible for recording attendance on a twice daily basis, using the correct codes, and submitting this information to the school office by 9.05am and 1.20pm.

Administrative staff

Administrative staff will:

- Respond to phone calls and emails from parents/carers about absence;
- Respond to messages left on the absence line and record it on the school system.
- Follow up unexplained absence.

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day and is prepared for the school day;
- Leave a message on the absence line by 8am every day that their child is unwell and unable to attend school;
- Provide the school with at least two emergency contact names and phone numbers for their child. This is in addition to parent/carer contact numbers;
- Notify the school immediately of any changes to contact details;
- Ensure that, where possible, appointments for their child are made outside of the school day;
- Proactively engage with any support offered to prevent the need for more formal support;
- Ensure that their child is ready for the agreed pick up time, if using Local Authority provided transport.

Students

Students are expected to:

- Attend school every day on time;
- Attend school appropriately prepared for the day;
- Attend all of their lessons;
- Participate in discussions with school staff regarding any problems that may affect their school attendance.

Attendance Register

Limpsfield Grange will keep an attendance register and place all students on to this register. The register is taken twice a day, at 9am and 1.15pm. We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Punctuality and Lateness

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. The school day 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 Local Authority provided 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 legal sanctions.

Unexplained absence

The student's parent/carer must notify the school of the reason for the absence by leaving a message on the absence line by 8am every day that your daughter is absent. **We do not accept notification by email.**

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school will ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Responding to unexplained absence

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 endeavour to contact the parent/carer that day. 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, Inclusion Service or Children's Services) need to be involved. In the following circumstances, contact with 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.

Planned absence due to appointments

Students are not allowed to leave with a parent/carer during the school day without prior permission from the Deputy Headteacher. 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). Students must sign out at Reception 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 Reception before the student is allowed to leave the site.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. Attending a medical or dental appointment will be recorded as authorised, as long as the student's parent/carer notifies the school in advance of the appointment and provides an appointment card or letter to support the absence, within 24 hours of the appointment taking place.

Parental requests for a leave of absence during term time

The Headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the student is authorised to be absent for. Limpsfield Grange considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. The Headteacher may require evidence to support any request for leave of absence.

Parents and carers who wish to take their child out of school during term time must put their request in writing to the Deputy Headteacher at least two weeks in advance of the date of the requested absence.

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. As the

Headteacher will only grant a leave of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Where a 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 unauthorized absence.

Monitoring attendance

Limpsfield Grange will:

- Support students and their parents/carers in the establishment of high levels of attendance and punctuality;
- Monitor every student's attendance on a weekly basis and publish attendance statistics to the Governing Body each term;
- Closely monitor students whose attendance is under 95%;
- Encourage excellent attendance and punctuality through our rewards system;
- Compare attendance data to the national average, and share this with the CCSW Committee;
- Provide targeted support to students and their families, including those who are persistently or severely absent and work with them and their parents to understand and address the reasons for absence;
- Monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies;
- Inform parents/carers in writing of attendance concerns and refer the student to the Inclusion Service if concerns continue;
- Make a referral to our Inclusion Officer where attendance is causing concern;
- Meet, at least once every term, with our Surrey County Council Inclusion Officer.

Reporting to Parents/Carers

The school will inform parents/carers about their child's attendance and absence levels three times a year, through their school report.

Legal sanctions

Limpsfield Grange School or the Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the Local Authority. Penalty notices can be issued by the Headteacher, a Local Authority officer or the Police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorized 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 student is found in a public place during school hours without a justifiable reason.

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

Reviewing arrangements

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum every three years, by Emma Phillips Deputy Headteacher.

At every review, the policy will be approved by the CCSW Committee.

Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding
- Children With Health Needs Who Cannot Attend School Policy
- Complaints Policy
- Equality, Diversity Policy
- Guidance for the promotion of respect, tolerance, socially acceptable behaviour and developing responsible citizens (previously known as the Anti Bullying Policy)
- Missing Student Policy and Procedure
- SEN Policy
- Online Safety & Digital Resilience Policy
- Staff Behaviour Policy and Acceptable use of Technology Code of Conduct
- Student Health and Medication Administration Policy
- Surrey Safeguarding Children Partnership (SSCP) Child Protection Procedures
- Whistleblowing Policy

Review

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

It will be reviewed on:

Signed:

Dated:
