



Leechpool Primary School - Attendance Policy

1. This policy is intended to ensure consistency across the school in terms of uniform recording of children's attendance in line with education law.

The Law

All children of compulsory school age (5 – 16) should receive suitable education, either by regular and punctual attendance at school or through other arrangements. If a child is registered at school, parents have the primary legal responsibility for ensuring that their child attends regularly.

Registers are legal documents, which may be required in a court of law, for example as evidence in prosecutions for non-attendance.

The Education (School Day and Year) (England) Regulations 1999 state that the school must provide education for 190 days.

Official school hours at Leechpool Primary School

Infants: 08-55 a.m. to 3-00 p.m.

Juniors: 08-45 a.m. to 3-00 p.m.

2. **Agreed registration procedures at Leechpool Primary School**

- The register is taken in each class at the beginning of the morning session and again at the beginning of the afternoon session, in accordance with Education Welfare guidance.
- After each registration period, the electronic registers are promptly returned to the office and checked by the office staff. In the morning, the parents of any children who have not arrived at school are telephoned to confirm the safety and whereabouts of the child, unless we have received prior notice that a child will not be present or will be late.
- The School Office Administrator will confirm the correct code for each absence in order to retain consistency throughout the school.
- On the first morning of absence, parents are required to telephone the school. If the child is absent for more than one or two days, it is the parents responsibility to keep the school informed of the situation. A confirmation note is not a legal requirement but is preferable.
- If no explanation for an absence is received, one reminder will be sent. If no satisfactory explanation is received following this, the absence will be recorded as unauthorised.
- As advised by Education Welfare, there are generally 3 reasons for authorised absence: Sickness/Medical; Religion; failure of transport provided by County.



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Any other reason will usually be recorded as unauthorised other than exceptional circumstances as authorised by the Headteacher.

- Any child arriving late or returning from an appointment MUST report to the office in order that the register can be updated accordingly.
- Any child sent home unwell MUST be collected from main reception and be signed out by a member of the office team.
- Any child leaving the premises during the school day MUST be collected by an appointed adult. They will not be allowed to leave the school unaccompanied.
- Due to DfE (Department of Education) Education (Pupil Registration) Regulations 2006, Headteachers may not grant any leave of absence during term time for family holidays. Leave of absence may only be granted in exceptional circumstances. Parents are reminded not to plan holidays during term time but if it is essential then an Absence Request Form must be completed, with a minimum of one weeks notice.
- The Governing Body does not allow the Headteacher to authorise absence for a Year 6 child during the Statutory Test week in May.
- The Headteacher is unable to authorise more than 5 days exceptional absence in any one academic year.
- Requests for extended absence during term time may be referred to the Governing Body for consideration and approval.
- Individual attendance levels from September up until the second to last week of Summer half term are published on each child's annual report.
- The school will work closely with the Pupil Entitlement Investigation Department. The expected level of attendance in Primary schools is 95% and children whose attendance level is below this, will be discussed at regular inspection meetings.
- If attendance falls below 90% without adequate justification, the Headteacher may issue a Fixed Term Penalty Notice (see attached leaflet), after referral to the Governing Body for discussion.
- Lateness is considered to be unauthorised absence and will be monitored to the same level as absence. Regular patterns and high levels of lateness will be referred to Pupil Entitlement Investigation. Children who regularly arrive after the official school start times will be given a letter for their parents, bringing their lateness to their attention and offering advice.



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3) Summary

Following agreed procedures and acting promptly when necessary will lead to improved attendance and punctuality thereby improving the children's opportunity to learn.