



Ludlow Infant Academy

Policy for Attendance

Accepted by Governing Body _____
Signed Governing Body

Accepted by Staff _____
Signed Headteacher

Review Date _____

Aims

We aim for an environment which enables and encourages all members of our school community to aspire to excellence. For our children to gain the greatest benefit from their education, it is vital that they attend regularly and on time, unless the reason for absence is unavoidable. Regular attendance at the school is a legal responsibility. Poor punctuality is not acceptable. Creating a pattern of regular attendance is the joint responsibility of parents, pupils and staff. There is an expectation that over the course of an academic year, a child's attendance will be 96% or more.

School Times

8.55 – 12.00 - Morning Session
1.15 – 3.15 - Afternoon Session

Children can be taken to their classrooms from 8.45am. Children arriving after 8.55am **must** be taken to the office and not their classroom for reasons of safety. They will then be marked as late in the register. Children arriving after 9.25am will receive a mark to confirm they are on site, but this will not count as a present mark, unauthorised absence will be recorded.

Procedures for Authorised and Unauthorised Absence

The school uses computerised SIMS registers. These are the responsibility of the Wellbeing Officer.

- 1) Absence due to illness – parents should notify the school on the first day of absence giving a reason for absence by telephone or, email to info@ludlowlive.net. This will be recorded as an authorised absence. If your child is absent from school for more than 3 days, please contact the school again, so that we are kept informed.
- 2) The parents of children who are absent and have not provided a reason for absence will be contacted by phone initially and then by letter, to ascertain the reason for the absence. When no reason for absence is given, this will be recorded as an unauthorised absence. Unauthorised absences will be recorded on the end of school year reports.
- 3) Absence due to medical appointments – clearly it is better to arrange dental appointments etc. outside of school time whenever possible but where this is unavoidable the absence will be authorised if parents notify the school.

- 4) Leave of absence for a holiday will not be authorised by the Headteacher. This will be recorded as unauthorised absence, unless the circumstances are exceptional. Exceptional circumstances will be assessed individually and will be decided at the Headteacher's discretion. Parents are requested to complete an Application for Leave of Absence form for Safeguarding and accurate record keeping purposes. This can be collected from the School Office and can also be accessed on our school website.
- 5) The DfE Booklet, Policy and Practice on School Attendance states '...only the school, in the context of the law, can approve absence – not parents...'. Absences such as child's birthday, buying clothes, hairdressing appointments etc. may be condoned by parents but will be classified as unauthorised by the school.
- 6) Our Educational Welfare Officer (EWO) has regular discussions with the Headteacher and Attendance Officer. Where attendance is poor or erratic the pupil will be referred to the Education Welfare Officer, who will then contact the parents and may make a home visit to ascertain the reason for the absences.
- 7) Persistent Absenteeism – A pupil becomes a persistent absentee when they miss 10% or more schooling for whatever reason. Absence at this level will impact on progress. Persistently absent children are tracked and monitored carefully. Support is offered to parents and the school's EWO is informed of all developments.
- 8) Clear information detailing the impact of poor attendance is shared with parents.

Promoting Regular Attendance

- Whole school target 96% attendance
- Class / Year group rewards for best attendance
- Celebration of whole school year 100% attendance
- Sam / Odo LA initiative
- Parents of children with 90% and below attendance during a ½ term will be sent an attendance report and offered the opportunity to discuss strategies to improve attendance
- Meetings will be held, action plans implemented and attendance figures reviewed regularly
- Parents of children who do not engage with support offered will be contacted by EWO to discuss next steps

Reporting on Attendance

The school has a legal duty to publish its absence figures and to promote regular attendance.

This will be done in the following ways:

- On each child's end of year report
- In the annual return to the DFEE and all census returns
- In the school prospectus
- Annually to Governors
- On the school website

This policy will be monitored and reviewed by the Attendance Officer on a biennial basis.

Reviewed November 2017