

# Landau Forte Academy Moorhead

**DREAM, BELIEVE, ACHIEVE**

## Attendance Policy

### Our vision - Dream, believe, achieve

At Landau Forte Academy Moorhead we aim to provide opportunity for all our children to develop resilience, self-belief and aspirations to achieve. These beliefs form our vision which shapes all aspects of school life.

Resilience, Aspiration, Achievements and self-belief are the golden threads that prepare our children to become the positive citizens of the future.

At Landau Forte academy Moorhead we aim, through inspirational teaching, to provide a safe and nurturing learning environment where children are confident to take risks.

We are ambitious for all, embedding the self-belief that anything is possible.

We inspire and motivate learners to achieve by expanding their experiences of the world around them.

We are proud to work in partnership with our community and together we challenge ourselves to achieve more.

### **Responsibilities – Parents and Carers**

**Parents are responsible in law for ensuring that their children receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by ensuring their child has good attendance, arriving at school on time, properly dressed and ready to learn.**

### **Introduction**

All children have the right to receive a full-time education. We aim to provide an environment where every pupil is valued and able to fulfil their potential. We will consistently work towards a goal of 100% attendance for each pupil. We will work with parents and carers to ensure each pupil is an Attendance H.E.R.O (**Here Everyday Ready Ontime**)

**Poor attendance is the single most significant factor in academic underachievement. If a pupil is absent from school, they are missing out on learning.**

**All Pupils are expected to be in school for registration on time. Pupils who are consistently late are disrupting not only their own education but also that of others.**

**Persistent Absence:** This is the term used in school to define a pupil who has an attendance rate of 90% or less. If a student has an attendance figure below this, they are falling behind and will struggle to reach their potential. Parents or carers could face legal action.

### **Attendance Monitoring**

Electronic registration every morning at 9am

Electronic registration every afternoon: KS1 at 12.45pm, KS2 1.15pm.

Family Support Worker will liaise with parents regarding attendance or late concerns

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Pupils causing concern will be monitored by the Family Support Worker and will be discussed with the Education Welfare Officer.

### School Procedures

- The Family Support Worker (or in the absence of FSW the office staff) will enter absence messages received from parents onto the electronic system.
- A group text will be generated by 9.15am for those with no reason for absence.
- Continued absence or lateness will result in the Family Support Worker contacting parents and closely monitoring the attendance.
- Where pupil absence or lateness continues to cause concern, a referral will be made to the Education Welfare officer and this may lead to legal action up to and including prosecution.

### Lateness

The school doors are open from **8.40am** to allow pupils into school. However, the school day begins at **8.50am** and all pupils are expected to be in class for registration at this time. The doors will be closed promptly at **8.50 am**. Punctuality stops valuable learning time from being wasted.

Any pupil arriving after **8.50 am** should enter the school through the main entrance. The office staff will ask the parent to sign a late book that records the name, class, time and reason for the lateness. Pupils arriving after **9am** will have a late mark and this will affect their overall attendance.

### Hospital/Doctor/Dental appointments

Wherever possible, appointments should be made outside school hours. If this is not possible pupils should be away from school for the least amount of time possible. If the appointment is mid-morning or mid-afternoon the child should be present for registration and should return to school straight after the appointment unless advised by a medical professional not to do so. Evidence of all appointments is required.

### Term Time Holiday

Holidays during term time will not be authorised unless there are explicit, exceptional circumstances. Parents wishing to apply for term time absence for their child must attend a meeting with the Family Support Worker to complete the relevant forms. Evidence may be requested to go alongside the application of leave.

Leave of absence taken without consent from the school could result in a referral to Education Welfare and a fine of up to £120.00 per Parent/Carer per child.

### Long Term Absence

Occasionally, a pupil may be absent for an extended period of time due to ill health. In the unlikely event that the absence is greater than one week, the school will expect to see medical

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evidence. The School will aim to minimise the disruption to learning by providing appropriate work to complete. If necessary, a phased return or part-time timetable will be considered.

### Promoting Attendance

The school will highlight the importance of good attendance by the use of the following:-

- Weekly Attendance Celebration Assemblies
- Newsletters
- Parent Evenings
- Termly Attendance HEROes recognised with a Postcard sent home.
- Attendance HERO (children with 100% attendance) badges presented at the end of the academic year
- Class posters to identify the highest class attendance per week.
- Termly letters will go out to all children on coloured paper to highlight their individual attendance.
  - **RED** - 92% and below
  - **AMBER** - 92.9% - 95%
  - **GREEN** – 95% - 99%
  - **ATTENDANCE HERO** – 100% will receive a Postcard through the post.

### Keeping Children Safe in Education

The section below complies with Keeping Children Safe in Education 2018 and School Attendance Guidance (September 2018). Further information can be found in the Child Protection and Safeguarding Policy.

**Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil or student. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.** (Keeping Children Safe in Education 2018)

The school will maintain accurate and up-to-date contact information for parents. Parents are encouraged to inform school of any changes to their contact information and can do so by contacting the school office.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.