



LANDAU
FORTE
ACADEMY
MOORHEAD

Policy Name	Attendance and Punctuality Policy
Policy Number	
Date of Issue	November 2020
Author	Mrs E Dibden
Reviewed by	
Date of next review	November 2021

Notes:

All policies issued across the Trust must be created from this Template

1. Scope of the policy

This policy applies to Landau Forte Academy Moorhead

2. Policy Detail

Responsibilities

Parents and Carers;

Section 7 of the Education Act 1996 places a legal responsibility upon parents 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.

School;

The Department of Education (DfE)/Ofsted set minimum expectations for attendance and hold schools accountable for monitoring these expectations and acting in the event of a drop in attendance, particularly for persistent absenteeism.

Keeping Children Safe in Education:

The section below complies with Keeping Children Safe in Education 2020 and School Attendance Guidance (August 2020). 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.

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Introduction

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

Poor attendance is the single most significant factor in underachievement. If a pupil is absent from school they are missing out on learning, both academic and social. As such, all pupils are expected to be at school in time for registration (8.45am). Pupils who are consistently late typically experience challenges with confidence, organisation and learning readiness. Late arrivals also lead to disruptions for the other children within the class.

Minimum Expectations

Attendance below 96% is considered 'poor' by the DfE.

Persistent Absence: This is the term used 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.

Electronic registration morning: 8.50am (doors closed)

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

Pupils are expected to be in class and learning ready at these times.

The Inclusion & Attendance Manager (SENCo) and/or Family Support Worker will liaise with parents regarding attendance or late concerns.

Where concerns arise these will be discussed with the Education Welfare Officer.

Parent procedures for lateness or reporting absences

Parents should inform school at the earliest opportunity should their child be absent. This can be reported via Studybugs or by calling the school line directly for absence reporting.

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Any pupil arriving after 8.50am should enter the school through the main entrance. The office staff will ask the parent to sign a late book identifying the reason for the lateness.

Pupils arriving after 9am will have a late mark and this will affect their overall attendance.

School Procedures for Monitoring Attendance and Punctuality

In the event that a child is absent, parents should expect a response accordingly to the following escalations;

- A) First day of absence = a group text by 9.15am to establish the reason for the absence, should none have been given.
- B) If absence drops below 96% = a letter from school to highlight the level of attendance & to remind parents of the minimum expectations.
- C) If the absence drops below 90%, or punctuality is a consistent barrier, and no improvement has been noted within a period of 2 weeks = a letter from the Education Welfare Officer inviting parents for a meeting to review. This may lead to legal action up to and including prosecution.

Medical appointments

Wherever possible, appointments should be made outside school hours. If this is not possible parents should minimise disruption by ensuring the pupil is 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 Inclusion & Attendance Manager or Family

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Support Worker to complete the relevant forms. Evidence may be requested to support 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 request medical 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.



Date	
Change Made	
Made By	