



# Les Landes School: Attendance Policy

UNCRC Article 19: Children should not be harmed and be kept safe.

UNCRC Article 28: Children have the right to learn and go to school.

## This policy aims to:

- Describe our procedures and processes relating to school attendance, punctuality and welfare of all pupils on roll.
- Set out the arrangements that are in place to enable pupils to fully benefit from the educational opportunities available by maximising attendance and punctuality, and in addition to support families to fulfil their statutory obligations.

## Responsibilities:

It is the responsibility of the head teacher to ensure that all staff tasked with recording pupils' attendance are made fully aware of the legal requirement placed upon them in regard to these procedures. The Headteacher has overall responsibility for attendance and welfare, although this is delegated to the Key Stage Managers and then to the class teachers.

It is the responsibility of the school to record and monitor attendance, punctuality and the general welfare of the pupils.

We take attendance very seriously and actively monitor attendance with a view to improving it. We:

- Encourage, promote and maintain positive individual pupil attendance and punctuality;
- Implement strategies and initiatives to improve 'whole school' attendance;
- Ensure that registers are accurate and up to date, using the correct codes (see Appendix 3);
- Monitor and promote the welfare of every child and young person;
- Regularly monitor registers to identify any pupils with attendance and/or punctuality concerns;
- Ensure that all appropriate information and records are available to the Education Welfare Officer (EWO) as part of a school's request for Education Welfare Service (EWS) involvement.
- Communicate information about attendance and punctuality to parents/carers and pupils, including holidays in term-time;
- Collate and utilise attendance data effectively;

- Recognise of the importance of early intervention, including first day response in contacting parents/carers;
- Ensure that children and young people with chronic/long term illness are supported in accessing their learning needs.
- Ensure consideration is given to critical times (for e.g.) Key Stage 2-3 transition;
- Have a range of strategies in place to deal with absenteeism, lateness;
- Have a clear hierarchy of sanctions;
- Consider the use of attendance incentive strategies when considered appropriate;
- Attend regular structured meetings between the schools and the EWO;
- Follow procedures before requesting the involvement of the EWO;

## **Response to Absences, Lateness and Welfare Concerns**

### **Attendance and Punctuality**

Our average attendance is 96% and this is the level of attendance we expect from our pupils. We categorise and respond to attendance as follows:

- 96%+ Good Attendance. Verbal Praise. No action.
- 94-95% Average attendance. Informal monitoring, informal action
- 90-93% Low attendance. Discuss with EWO. Consider Attendance Plan or further action.
- Below 90% Concerning attendance categorised as 'persistent absence'. High level weekly monitoring. Attendance Plan and EWO involvement likely.

Cumulative actions to support good attendance:

1. Class teacher discussion with parents
2. Head teacher discussion with parents
3. EWO discussion of the case at school meeting
4. Letter to parents from Head teacher. Weekly monitoring by school.
5. Attendance Plan in place. Weekly monitoring by school.
6. Referral to EWO. Weekly monitoring by school.
7. Attendance Panel. Weekly monitoring by school.

As soon as improvements are made, reduced levels of action are taken.

## **Punctuality**

Children can arrive at school from 8:30 am and can enter classrooms from this time. Children need to be in class and ready for registration by 8.45 am (After this time they are marked as 'Late'). After 9.15am, they are marked as 'U' meaning late after close of registers.

We have a before school club, our 'Breakfast Club', which provides supervision from 7:30-8:30am.

We monitor punctuality closely. Children arriving at school late are monitored and where patterns of lateness or regular lateness occurs the following actions occur:

Cumulative actions to support good punctuality:

1. Class teacher discussion with parents
2. Head teacher discussion with parents
3. EWO discussion of the case at school meeting
4. Letter to parents from Head teacher. Weekly monitoring by school.
5. Attendance Plan in place. Weekly monitoring by school.
6. Referral to EWO. Weekly monitoring by school.
7. Attendance Panel. Weekly monitoring by school.

As soon as improvements are made, reduced levels of action are taken.

We make every effort to engage with parents/carers over attendance and in doing so, where appropriate, introduce an Attendance Plan (Appendix 1). Review dates should be agreed with a view to improvements being made. Where there are no significant improvements, and when we have exhausted all our strategies and absence and/or punctuality continues to deteriorate, schools should engage with parents/carers to agree to the support of the Education Welfare Service. A Request for Involvement (RFI) form will then be completed (Appendix 2) and the EWO becomes actively involved.

## **Welfare Concerns**

In such cases where the welfare of the child is of a concern, we make every effort to engage with the parents/carers with a view to the situation improving. If this is not the case, we will consider an 'Early Help' assessment. The outcomes of this assessment will determine the needs of the family, which will in turn dictate the need of internal/external and third sector services. The EWO may or may not be required to be part of the assessment and/or outcomes.

### **Emotionally Based Non Attendance (EBNA)**

It is important to distinguish between non-school attendance, truancy and emotionally based non-school attendance, the latter being considered an emotional need. There could be a number of contributing factors to EBNA. We use the Education Department's EBNA Assessment Tool to establish the route of the problem (refer to EBNA Policy). Once this process has been completed schools, along with parents/cares, should request the appropriate involvement of services such as Education Psychologists, in order that the appropriate support can be put in place to support the pupil.

### **Looked After Children (LAC)**

Each school is responsible for supporting, monitoring and raising concerns in relation to attendance and/or punctuality and welfare for Looked After Children. The EWS are tasked with supporting schools by consistently raising LAC children during EWO/school consultation meetings. Attendance and punctuality data will be collated at the end of each academic year.

### **Attendance Procedures and Recording Attendance and Punctuality**

**The following procedures underpin the principles in this Policy and generate good practice in matters concerning attendance and punctuality.**

#### **Attendance Registers**

Attendance registers are legal documents and particular attention should be paid to accuracy. It is the role of the class teacher to ensure these are completed accurately. Incomplete registers are not acceptable.

#### **Registration**

Staff and pupils should be aware that registration is a key part of the school day.

**Attendance registers must be called twice daily**, at the start of the morning session and once during the afternoon.

Pupils must be marked as:

- Present,
- Engaged in approved educational activity off site,
- Absent.

Absences should be authorised by way of written or verbal communication with the parent/carer. Parents are required to telephone the school before 8:45 am and explain why they will be absent. If a child is absent for more than one day, as long as a

communication is made with the school on the first day, parents might not need to phone on subsequent day.

The appropriate code should be entered into the register and a reason for absence entered into the CMIS Events.

If the school does not receive a phone call, the school secretary will contact parents/carers directly. If no contact can be made then, in the interest of safeguarding children, the school will inform the Education Welfare Officer who will take further measures to ensure contact.

### **Punctuality**

We actively discourage late arrivals due to the disruption this causes not only to the individual but also to the remainder of the class. Patterns of lateness can develop into non-school attendance if left unchallenged. We are flexible where local conditions such as weather or local transport have an adverse effect on pupils arriving on time. We have a consistent approach to lateness so as not to differentiate between classes/form groups and siblings.

Pupils who arrive

- Up to 30 minutes after the registration has closed should be marked as late **(L)**
- More than 30 minutes after the registration has closed will be marked as a **(U)**.  
This will be counted as an unauthorised absence.

Pupils who miss part of a session as a result of a medical appointment can be marked as present. A whole session missed would be recorded as a medical absence **(M)**. The school must have prior notification of such appointment and be recorded in the CMIS data base.

Pupils arriving late must go directly to the school office, so that the register can be updated.

Schools are not obliged to accept reasons for absences or late arrivals to school.

Should any doubts remain after investigations have been made the absence could then be recorded as unauthorised and in the cases of late arrivals the appropriate code will be applied.

### **Alternative Educational Provisions**

A pupil who is receiving part time/temporary education or training away from the school site but is retained on the register of the school should be marked as **(B)** in the register.

Pupils who are receiving all of their education in a separate provision to that of an education setting must be marked as 'left' on the register.

In the case where a student is attending an alternative school setting for an agreed period of time, the receiving school should register that student and they should be registered as **(B)** (educated off site) by the school of origin. Should the student return or not return to the school of origin they should be marked as on roll or left.

### **Children Missing from Education**

Please refer to the Education Department's Children Missing from Education Policy, updated June 2019 (CME)

### **Parents/carers Responsibilities**

Parents/carers are required by law to ensure that all children of compulsory school age (aged 5 to 16) receive a full time education either by registering a child at a school or be arranging an alternative to school in line with the Education Department's Policy.

These responsibilities extend beyond ensuring regular attendance and punctuality, it requires parents/carers to make certain that each child arrives at school on time, appropriately dressed with the correct equipment and prepared for learning.

Parents/carers can support their child/ren by keeping requests for absence to a minimum. It should not be automatically assumed that schools will agree to absence requests. Nor should unjustified absences from school be condoned. If a student is unable to attend school for whatever reason, parents/carers are responsible for notifying the school on the first day of absence and to keep the school updated on subsequent days.

Parents/carers should work in partnership with schools in all matters concerning their child/ren's education by actively supporting school policies on attendance, punctuality, behaviour and homework.

Parents/carers should avoid taking their child/ren out of school for holidays during term time. Such absences can seriously disrupt continuity of learning. It is at the discretion of the Head teacher to grant leave, only in exceptional cases.

## Leave of Absence

The Department for CYPES and Les Landes School do not, at any time, support leave during term time, however, in exceptional circumstances the head teacher has the discretionary power to grant leave in accordance with the Department for CYPES Attendance Policy.

If parents are forced to take their child out of school during term-time they must request leave of absence by completing an 'Authorised Absence Request Form' prior to any booking being made (see Appendix 4).

We will write back and complete our section of the Holiday form, informing you whether or not permission has been granted.

Each case is considered carefully taking into account:

- The age of the child;
- The time of year;
- The nature and purpose of the trip;
- Family circumstances;
- Attendance pattern of the pupil;
- Previous requests.

We also refer to department guidance for exceptional circumstances. Whilst each case is unique, this guidance strives for consistency across all schools.

Parents do not have the automatic right to withdraw their child/ren from school for a holiday and must request permission in advance from the Head teacher.

Furthermore, parents must make a strong case to justify taking pupils out of school during term time as the absence can seriously disrupt continuity of learning. It is expected that parents will support their child's education by arranging holidays to coincide with school holidays. Teachers will not provide work for holidays in term time.

Where a pupil is absent for longer than the agreed time, s/he should be marked as taking unauthorised holidays. The same applies to those parents/carers who remove their child/ren from school without permission.

Parents/carers who wish to take their child/ren out of school for longer than **four weeks** will have to re-apply for their school placement. It should not be considered that a pupil has the automatic right to return to the school.

### **Codes for Absence**

When applying codes for absences or late arrivals, schools are required to refer to Appendix 3 of this document.

### **Attendance Data**

Attendance data will be collated centrally by the EWS at the end of each term and is shared with our school. This information will be broken down into year groups, allowing the EWS to direct their services appropriately. Furthermore, all information will form part of our self-evaluation.

This information will provide:

- The number of pupils attending;
- The number of authorised/unauthorised absences;
- The number of absent days broken down into year group;
- The average number of late arrivals (including after the close of registration);
- The number of authorised/unauthorised holidays;
- The number of Emotionally Based Non Attendance (EBNA) pupils;
- Pupils with a diagnosed significant illness impacting on their attendance.

### **Looked After Child (LAC) Attendance Data**

- Attendance Data will be collated at the end of each academic year.

**VC**

**September 2016**

**Reviewed September 2018**

**Reviewed July 2019**

**Appendix 1**



This attendance Plan should be developed following initial consultations with the parent/carer, the school setting and other agencies as appropriate

**ATTENDANCE PLAN**

<b>Date of Plan:</b>	
<b>Name:</b>	<b>D.O.B:</b>
	<b>Yr.:</b>
<b>School:</b>	<b>School Contact:</b>
<b>Education Welfare Officer :</b>	
<b>Parents/Carers:</b>	<b>Tel:</b>
<b>Address:</b>	
<b>Agreed Plan:</b>	
<b>Pupil:</b>	
<b>Parents/carers:</b>	
<b>School:</b>	
<b>Education Welfare Officer:</b>	
<b>Other Agency (as appropriate):</b>	

<b>Agreed Target Dates:</b>
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<b>Review Date:</b>
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**Signed: Parents/carers**

.....  
**Pupil**

.....  
**Education Welfare Officer**

.....

**Education Welfare Service Request for Involvement**

The information on this form will be used to determine if involvement of the Education Welfare Service is an appropriate next step.

Please only submit this form after initial discussion with your allocated Education Welfare Officer.

When completed, the signed form must be discussed with the child's/young person's parent(s)/guardian(s).

<b>Name:</b>	<b>DoB:</b> / F	<b>M</b>	<b>School:</b> Yr:
<b>% School Attendance:</b>  <b>No. of Lates:</b>  <b>No. of 'U's</b>	<b>Class teacher's name/contact:</b>  <b>Head of Year:</b> (if applicable)	<b>Other adults involved within school:</b>	
<b>Address(es) of parents/carers:</b>    <b>Home Tel:</b> <b>Mob:</b>	<b>Parents/Carers Names:</b>    <b>First Language:</b>	<b>Is this child/young person looked after? Yes No</b>    <b>If yes, please provide the named Social Worker:</b>	
<b>Do both parents have Parental responsibility? Yes:</b>		<b>No:</b>	
<b>Any other person(s) with parental responsibility? Yes No</b>		<b>Address of other/s with parental responsibility:</b>    <b>Home Tel:</b> <b>Mob:</b>	
<b>Medical Information:</b> (e.g. hearing, vision, medication, diagnosed conditions)			
<b>Please state which other agencies...</b>	<b>Are involved:</b>	<b>Have been involved:</b>	<b>Date:</b>
Speech and Language Therapy			

Occupational Therapy		
Child and Adolescent Mental Health Service		
Children's Services		
Outreach (e.g. MAL, or Social Communication/ASC)		
Wellbeing Support		
Educational Psychology		
Parenting Support/Service (The Bridge)		
Police or Youth Service		
Health Visiting		
Voluntary Services		
School Nursing Services (Name)		
Family GP		
Paediatrician (Name)		

**What is the nature of your concern?**

Attendance

Punctuality

Welfare/Early Help

Transition

**Date of initial contact with Parent/carer**

**Outcomes of discussion:**

**Timescales for improvement agreed:**

**Date(s) of discussions/written contact with parent/carer**

**Outcome:**

**Date of meeting with parent/carer**

**Outcomes of discussions:**

**How do you hope your EWO can support you in meeting this pupil's needs?**

**For head teachers:** I have discussed the contents of this form with parent/carers of the child/young person.

**Head Teacher** ..... **Date:** .....

**Print Name:** .....

**For parents/carers:** I agree with this request. I give my consent for this information to be shared with the Education Welfare Service and for this Service to access confidential records from agencies previously or currently involved. I also agree that written reports produced by the Service may be shared with relevant professionals from other agencies.

**Parent/Carer Signature(s):** .....

**Date :** .....

**Young Person's Signature** ..... **Date :** .....

**Parent does not wish to sign the RFI form**

**Date :** .....

For EWS use only:	Please Tick:
Attendance	
Punctuality	
Welfare/Early Help	
Transition	

**Appendix 3**  
**Attendance Codes, Descriptions and Meanings**

<b>CODE</b>		
<b>/</b>	Present (AM)	Present
<b>\</b>	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed) (extended defined as greater than 10 school days)	Authorised absence
<b>G</b>	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed) (up to a maximum of 10 school days)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence

<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

# LES LANDES SCHOOL

## Application for Authorised Leave



**Please submit this application along with an Attendance Record provided by the School Office**

PUPIL NAME (First and Surname)	
CLASS	
Siblings in other schools:	
PARENT CONTACT NUMBER	WORK
	HOME

NUMBER OF SCHOOL DAYS REQUESTED <i><b>Do not include SAT/SUN</b></i>	DAYS IN TOTAL	FROM DAY / MONTH / YR	TO DAY // MONTH / YR
REASON FOR REQUEST  (Please provide sufficient detail to inform the decision making process).			
HAS YOUR CHILD HAD ANY OTHER HOLIDAY REQUESTS IN THE CURRENT ACADEMIC YEAR?	YES / NO	IF YES PLEASE GIVE DATES AND DETAILS:	

Signed (Parent/Guardian)..... Date .....

FOR OFFICE USE ONLY	
PERMISSION GRANTED / PERMISSION DECLINED	
REASON:	
SIGNED:	DATE:

**Attendance at school is statutory and children are required to attend school for 188 days each year, and every day is important.**

**Headteachers may only authorise absence in exceptional circumstances.**

In order to obtain permission parents are reminded that:

1. Holiday bookings should not be confirmed prior to gaining approval.
2. Adequate notice is required for applications to be processed.

There will be certain occasions when holiday requests will not be granted e.g. during exam time, child's poor attendance record. If request for holiday leave is declined, parents have the right to appeal to the Chief Education Officer.

## Appendix 5 - Attendance Panels

Attendance Panels are required to address persistent concerns around school attendance and punctuality. Panel Meetings represent a platform for professionals to meet with parents/carers and student (age appropriate) to receive and review reports from the EWS, schools and other services, and as part of this, to consider and agree suitable next steps to achieve improvements in this area.

Parents/carers are invited to submit their own reports/information and in conjunction with the pupil (age-appropriate) are encouraged to contribute to any discussions. Should the parents/carers fail to attend, the meeting will continue and a decision will be made in their absence.

The decision to progress a case to a Panel Meeting is made by the Team Manager of the EWS and would typically include evidence of the following:

- Persistent and long term concerns in the area of attendance and/or punctuality;
- School-led intervention;
- Direct involvement from the school's EWO/school-based EWO as evidenced by relevant documents (e.g. Attendance Plans);
- Case oversight from the Team Manager of the EWS;
- Appropriate involvement of other agencies;
- Parental non-engagement/non or disguised compliance.

The Panel will consist of a Senior Manager of the Education Department, the Team Manager of the EWS and a Senior Manager of the Multi Agency Safeguarding Hub (MASH), an EWO and school representative.

Possible outcomes of the Attendance Panel include:

- A review period for parents/carers and pupil to evidence significant improvements. This will sit within an Attendance Plan or TAC/F Plan and may include the involvement of further professionals;
- An Enquiry to the Multi Agency Safeguarding Hub (MASH);
- A referral to the Parish Hall with a view to prosecution;
- Application to the Court for an Education Supervision Order (refer to the Education (1999) Jersey Law).

Once the case has been referred to the Parish Hall, it is the responsibility of the Parish Connetable to contact the parents/carers and student (age appropriate) and invite them to attend a Parish Hall Enquiry. This may result in a deferred decision to allow for a review period, the parents/carers may be charged at Parish Hall level or required to attend Court under article 12 of the Education (1999) Jersey Law.