



## Longacre School Attendance Policy

*Policy updated: August 2024*  
*Policy to be reviewed: August 2025*

### Introduction

The school maintains its attendance registers in accordance with Statutory Regulations, as amended from time to time. The school adheres to Statutory Guidance when dealing with Children Missing from Education (2016). The school will work in a collaborative way with external agencies, in accordance with the principles of Working Together to Safeguard Children (2018, updated 2023).

### Aims

The aim of this policy is to outline the approach taken to;

- Recording attendance information on a daily basis
- Managing a situation when a pupil is deemed missing from education

### Attendance

It is important that staff, parents and pupils are familiar with this policy. Regular school attendance from an early age creates a culture about the importance of education and learning so that all can benefit equally. Missing learning time leaves children vulnerable to falling behind and it is well-known that poor attendance leads to lower levels of achievement. The foundation for good attendance is a strong partnership between the school, parents and the child, beginning from the early years.

### The legal framework

- Legislation specifies the legal responsibility of parent/carer(s) of statutory school age children to ensure they attend school. All children, regardless of their circumstances, are entitled to an efficient full-time education which is suitable to their age, ability, aptitude and any special educational needs; either by regular school attendance or education otherwise such as home education.
- The same law requires the school to have an Admissions Register and an Attendance Register, and to place all children on both registers. Failure to do so is an offence. The Statutory Framework for the Early Years Foundation Stage (2024) requires a daily record of the names of the children being cared for on the premises and their hours of attendance.

### Parent/carer(s) responsibilities

- Encourage regular and punctual attendance, being fully aware of their legal responsibilities.
- Ensure that the child in their care arrives punctually, prepared for learning.
- Provide clear reasons for any absence which ensures the school can code the absence properly and accurately.
- Contact the school on the first day of the child's absence as early as possible and preferably before the start of the school day.
- Avoid making arrangements to remove children from school during term time.
- Respond helpfully and positively to any enquiry made by the school to ascertain the reason for any absence, including any safeguarding matter.

### **School responsibilities**

- Promote good attendance and reduce absence, including persistent absence (deemed as attendance below 90%).
- Work to ensure every pupil has good attendance so s/he can access the education s/he is entitled to;
- Act early to address patterns of absence.
- Encourage parents to ensure their child attends all learning opportunities regularly and punctually.
- Keep accurate and efficient records of attendance and registration at school, including attendance at all after school and before school activities.

We achieve this in the following ways;

- Teachers must take a register once in the morning and once in the afternoon
- Mark all children not present by the designated time, taking account of previously known reasons for absence
- Follow up un-notified first day absence
- Report on patterns of attendance at Governor Meetings to safeguard and promote the welfare of pupils;
- Specifically monitor any persistent absence (individual attendance below 90%);
- Only the Head or a member of staff acting on their behalf can authorise absence;
- Follow up meetings with the Assistant Head (Pastoral) if appropriate.
- Close discussion with the Designated Safeguarding Lead (DSL) to identify children causing concern
- Implementing any agreed improvement strategies such as referral to the local authority attendance services and/or children's social care in accordance with the Safeguarding and Child Protection Policy and Procedures; and
- Provide parent/carer(s) with the timings of the school day and the calendar via the school website and any other usual methods in advance.

### **Completion of Registers**

Children should be in their form room at 0830 (Pre-Prep) and 0820 (Prep) and for morning registration and at 1310 for afternoon registration.

### **Late arrival**

It is essential that, if a pupil arrives after 0830 (Pre-Prep) and 0820 (Prep), they should sign in at the school office so our systems remain fully updated in case an evacuation of the school is necessary and in order that we know exactly where every pupil is at all times.

Lateness is monitored by the school and, where necessary, parents will be contacted by their child's Tutor or the Assistant Head (Pastoral).

### **Leaving school early during the day**

- Pupils are not allowed to leave the site during the school day, unless accompanied by a member of staff or their known parent/carer; or to attend a school visit, an off-site scheduled lesson, or a sporting fixture.
- If a pupil has to leave the school during the day for illness or a parent is required to collect them for a medical appointment, they are required to sign out at the School Office. Where there are known medical appointments, parents should notify the school in advance.

### **Requests for absence from parent/carer(s)**

- The school, not parents, authorise absence. Requests to the school for granting permission for leave of absence to a pupil during term time must be made in writing in advance directly

to the Head. The Head is only able to authorise leave of absence where exceptional circumstances relate to the application. Requests for absence should be sent via email to [head@longacreschool.co.uk](mailto:head@longacreschool.co.uk).

- We ask that parents make contact with the school when a child is going to be absent for ill health reasons in order that the school can keep records updated and importantly, so that the school can be kept informed of their progress to full health and anticipated return date. If necessary, the school may ask for medical evidence of any illness. The school can be contacted by phone on (01483) 893225 or via email [office@longacreschool.co.uk](mailto:office@longacreschool.co.uk).
- An absence is classified as unauthorised if a child is away from school without the permission of the Head in advance.

### **Persistent absentees**

Persistent absentees are those pupils with attendance below 90%. The school will contact the parent/carer(s) if their child's attendance approaches that threshold. If attendance does not improve, the school will contact the local authority in accordance with local authority procedures.

### **Attendance data storage**

In line with ISI, GDPR and other Data Protection obligations, the school is required to keep accurate attendance records on file for 6 years from the last date of the last attendance entry. This will be stored securely as the regulations dictate. Details can be found in our Data Protection Policy and other associated GDPR policies.