



**The Park Federation Academy Trust
Lake Farm Park Academy**

Attendance Policy

Approval

Signed by Principal/Chair	Ms. Buttar
Date of approval	Sept 2022
Date of review	Sept 2024

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1. Introduction

Good attendance and punctuality at Lake Farm Park Academy (LFPA) is vital for a pupil's education and establishes a positive working ethos early in life. For our children to gain the greatest benefit from their education, it is vital that they attend every day, unless the reason for absence is unavoidable. It is also very important that they arrive on time every day.

2. Promoting Good Attendance

The minimum level of attendance that LFPA expects is 96%. Attendance can be summarised as:

- 100%: Outstanding!!
- 97%-99%: Very good. This will help all aspects of a child's progress and life in school.
- 95%-96%: Expected. Your child is still attending regularly, but try to increase this figure.
- 90%-94%: Below Expected. If attendance remains at this level or slips below this, then attainment and progress will be affected.
- Below 90%: Attendance is a concern. The school will work with you to improve attendance and we may ask the Local Authority's Participation Team to support.

3. Why Regular Attendance is so important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupils absences disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Promoting regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils, and all members of school staff.

To help us all focus on this we will:

- Give you details on attendance in our monthly newsletter;
- Report to you regularly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Celebrate good attendance by children attending pizza party and
- Offer advice to families where attendance is a cause for concern
- Weekly class certificates for the class that has the highest attendance

- Half termly Pizza party for individual child with 100% attendance with the Principal
- Termly bike prize draw for 100%

4. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

5. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

6. Roles and responsibilities

The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance

- Holding the Principal to account for the implementation of this policy

The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Ms Buttar and can be contacted via 02085732622 or email on lfpaoffice@theparkfederation.org

7. The Attendance officer

- The school attendance officer is responsible for:
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Designated Senior Leader responsible for attendance and the Principal
- Working with the Local Authority Participation officers to tackle persistent absence
- Advising the Principal when to issue fixed-penalty notices
- The attendance officer can be contacted via telephone on 02085732622.

Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on the schools Management Information System (MIS) Arbor. Registers will be taken in the mornings and after lunch
If teachers are made aware of a pupil absence this is to be communicated to the office.

School office staff

School Office staff will:

- Take calls from parents/ carers about absence on a day-to-day basis and record it on the school system

- Follow up poor attendance with parents and outside agencies

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

Pupils are expected to:

- Attend school every day on time

8. Absence Procedures

If your child is absent, you must

- Contact us by telephone or in person by 9am on the first day of absence.
- You should also keep us informed if the absence lasts for longer than a day.
- If we have not heard from you about a child's absence, we will contact you for information. Therefore it is important that you make sure the academy always has up-to-date contact numbers for you.
- For any absence which goes on for more than 3 days you will be required to provide medical evidence. This medical evidence must be provided on your child's first day back or emailed to the schools office.

When making medical/dental appointments, please try to arrange these outside of school hours, although we recognise this is not always possible, at which point please inform the office as soon as possible with proof of appointment.

9. Understanding Types of Absence

Every half-day absence (either morning or afternoon) has to be classified by the academy as either AUTHORISED or UNAUTHORISED. This is why we need to collect information about the reason for any absence, preferably in writing and with evidence if this was for a medical appointment.

Authorised absences are mornings or afternoons away from school for a good reason. Illness and medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes are authorised in line with this policy.

Unauthorised absences are those which the academy does not consider reasonable, and therefore does not agree that the absence should be authorised. This type of absence can lead to the Local Authority, through its Participation Team, using sanctions and/or legal proceedings. Unauthorised absence can include:

- Keeping children off school unnecessarily;
- Truancy during the school day;
- Absences which never have been properly explained
- Children who arrive at school too late to get a mark in the register;
- Shopping, looking after other children or birthdays;
- Day trips and holidays in term time;
- Excessive illness without medical evidence.
- Shopping or looking after siblings

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

You can support your child by:

- Ensuring regular and early bed times
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly to the school
- Retaining open and honest communication with your child's school
- Being positive about school (even if your own experiences was less than positive)

Please note that keeping your child off with minor ailments such as a slight cold or cough is not necessary.

There are circumstances when a child may need to be absent from school for a certain period of time. For example, if a child has chicken pox or measles a child would normally need to remain off school for 5 days.

If a child has had vomiting or diarrhoea, then they should not return to school for 24 hours after their last illness.

If you are unsure about whether your child should be absent from school, please speak to a member of our office team who will be able to advise. Parents may also wish to contact the Participation Team themselves to ask for help or information. They are independent of the school and will give impartial advice. The telephone number is 01895 250858 or email participationteam@hillington.gov.uk

10. Persistent Absence (PA):

A pupil is defined by the Department of Education (DFE) as being a persistent absentee in any pupil who missed 19 days (38 sessions) across the school year for whatever the reason. The Participation officer at the Local Authority (Hillingdon

Borough Council) monitor pupils that are on track to become a PA by the number of sessions (2sessions =1 day), the following guidelines are used to help schools identify these pupils at the end of each half term.

Identification at the end of each half term	Number of sessions of absence, at the term end of the half term, to be on track for persistent absenteeism
Term 1	7 sessions
Term 2	14 sessions
Term 3	20 sessions
Term 4	25 sessions
Term 5	32 sessions
Term 6	38 sessions

These are the stages we may take to address poor attendance:

1. Send home a letter informing you when attendance has fallen below 95% to draw attention of this to you.
2. Below 92%, outlining the need for improvement in attendance an invitation to an *Improving Attendance Meeting* will be sent. If no improvement in attendance is seen after Stages 1 and 2, an Action Plan will be put in place at this meeting.
3. If no improvement is seen, referral to the Local Authority’s Participation Team, who will try to resolve the situation by agreement. However, they may recommend legal action is taken. This may involve the issuing of Penalty notices or prosecution in a Magistrate’s Court.

At any point, pupils may be fast-tracked through the stages described above if attendance deteriorates rapidly over a short space of time or if no improvement in poor attendance is seen. All correspondence is kept on file throughout the child’s time in school.

11. Arriving at School

In the Nursery

All children should arrive at the Nursery at 8.30am (morning) or 12.30pm (afternoon). If a child has not arrived 15 minutes after the start of their session, then they will be marked as late.

12. In the Main School

All children should arrive ready to enter school promptly - KS2 at 8.45am and KS1/ EYFS at 8.50am. The school gates are closed 5 minutes after this time. If a child has not arrived by 8.50 am (KS2) or 8.55am (KS1/ EYFS), they will need to go via the main entrance to the school where the office will mark them on the Late Register. They will be recorded as **Late**. Arrival after 9.30am will result in a child being marked as **Unauthorised** and may be referred to Participation Team as persistent lateness.

13. Punctuality

Arriving on time to school is as important as attending regularly. Being just 6 minutes late a day adds up to half an hour a week and half a day's learning in just 6 weeks. If a child arrives after the class doors have closed they will be recorded as **Late**. Arrival after 9.30am will result in a child being marked as **Unauthorised**.

These are the stages we may take to address persistent lateness:

1. Send home a letter if a child is late 5 times in one half term **or** has 5 unauthorised 'lates'.
2. Send home a second letter if a further 5 'lates' **or** 2 unauthorised 'lates' occur, outlining the need for improvement in punctuality.
3. Invitation to an *Improving Attendance Meeting* if no improvement in punctuality is seen after Stages 1 and 2. An Action Plan will be put in place at this meeting.
4. If no improvement is seen, referral to the Local Authority's Participation Team, who will try to resolve the situation by agreement. However, they may recommend legal action is taken. This may involve the issuing of Penalty notices or prosecution in a Magistrate's Court.

At any point, pupils may be fast-tracked through the stages described above if punctuality deteriorates rapidly over a short-space of time or if no improvement in persistent lateness is seen. All correspondence is kept on file throughout the child's time in school.

14. Requests for Exceptional Leave

There is no entitlement in law to have time off in school time to go on holiday. The academy has no power to grant leave for holidays in term time.

The Principal will consider requests for exceptional leave during term time but is under no obligation to agree this. You will be asked to provide evidence in support of your request. **Holidays will not be agreed under any circumstances.** Any request for Exceptional Leave must be made in writing and addressed to the Principal at least one month prior to the planned absence. In most cases, the Principal will arrange a meeting with the parents to discuss the request. Should the Exceptional Leave request be refused, the Principal's decision is final and there is no right of appeal. All correspondence is kept on file throughout the child's time in school.

Reasons for exceptional leave will be logged on the pupil's record and shared as part of the transfer/transition process when your child leaves the academy.

LFPA will grant up to two days per academic year for religious observance. In line with guidance from the Department for Education (DfE), "*the day(s) must be exclusively set apart for religious observance by the religious body to which the parents belong*".

Any unauthorised exceptional leave that occurs may result in a referral to the Participation Officer and they can issue a fine to the family. The penalty notice is £60 per parent per child if paid within 21 days or £120 per parent per children within 28 days. Failure to pay the fine may result in prosecution from Uxbridge Magistrate Court.

15. Monitoring

LFPA has a legal duty to publish its attendance and absence data, and to promote good attendance. It is the Academy Council's responsibility to monitor and evaluate the attendance in the academy.

16. Collection of pupils

LFPA has a legal duty to safeguard all children at all times. We operate a password system for parent/carers who are unable to collect their child/ren from school themselves. It is the parent/carer's responsibility to inform the school straight away if they are unable to collect their child/ren on any given day. The parent/carer will be given a password for that day and they must give the password to the person who is collecting their child/ren. If a parent/carer fails to follow this process then the child will not be dismissed. All children from Year 5 and 6 whose parents/carers wish for their children to arrive or be dismissed from school to walk home alone must sign the walk home alone agreement before their child will be allowed to do so.

I have read and understood the terms and conditions of the attendance policy at Lake Farm Park Academy.

Child (ren)'s Names:

Parent's or Carer's Name:

Signed:

My child is in class:

Thank you for your support.

Ms H Buttar

Appendix – Terms and Conditions of Attendance Policy

Term	Actions	When	By Who
Autumn 1	<ul style="list-style-type: none"> Children falling under 95% to be sent a letter (Letter 1) and logged on CPOMS VPS are notified via CPOMS so they are aware Regular meetings with Participation officer Monitor children who have been off 3 days or more 	<p>Week 5</p> <p>Termly</p> <p>Weekly</p>	<p>Attendance Officer</p> <p>Attendance Officer</p> <p>Family and pupil support and Attendance officer</p> <p>Attendance officer</p>
Autumn 2	<ul style="list-style-type: none"> Any children who appear on Persistent Absence report sent letter 2 logged on CPOMS Improving attendance meeting booked with parents of PA children New children falling under 90% to be sent a letter (letter 1) and logged on CPOMS VPS are notified on CPOMS so they are aware Monitor children who have been off 3 days or more 	<p>Week 2</p> <p>Week 2</p> <p>Week 5</p> <p>Week 5</p> <p>Weekly</p>	<p>Attendance Officer</p> <p>Attendance Officer and Family & Pupil</p> <p>Attendance officer</p> <p>Attendance Officer</p> <p>Attendance Officer</p>
Spring 1	<ul style="list-style-type: none"> Follow up with all children's attendance who have been sent previous letters to be referred to Local Authority PA referrals sent to Local Authority Monitor children who have been off 3 days or more New children falling under 90% to be sent a letter (letter 1) and logged on CPOMS 	<p>Week 2</p> <p>Week 3</p> <p>Weekly</p> <p>Week 2</p>	<p>Attendance officer & Participation officer</p> <p>Attendance officer</p> <p>Attendance officer</p> <p>Attendance officer</p>

	<ul style="list-style-type: none"> Improving attendance meeting booked with parents of PA children 		Attendance Officer and Family & Pupil
Spring 2	<ul style="list-style-type: none"> Any new children who on Persistent Absence (PA) report send letter 3 Follow up on children who are on Attendance improvement plans if no improvement refer to Participation Team Monitor children who have been off 3 days or more New children falling under 90% to be sent a letter (letter 1) and logged on CPOMS PA referrals sent to Local Authority 	<p>Week 1</p> <p>Week 2</p> <p>Weekly</p> <p>Week 3</p>	<p>Attendance officer</p> <p>Attendance Officer</p> <p>Attendance officer</p> <p>Attendance officer</p>
Summer 1	<ul style="list-style-type: none"> Any new children who on Persistent Absence (PA) report send letter 3 Follow up on children who are on Attendance improvement plans if no improvement refer to Participation Team Monitor children who have been off 3 days or more New children falling under 90% to be sent a letter (letter 1) and logged on CPOMS 	<p>Week 1</p> <p>Week 2</p> <p>Weekly</p> <p>Week 3</p>	<p>Attendance officer</p> <p>Attendance Officer</p> <p>Attendance officer</p> <p>Attendance officer</p>
Summer 2	<ul style="list-style-type: none"> Any new children who on Persistent Absence (PA) report send letter 3 Follow up on children who are on Attendance improvement plans if no improvement refer to Participation Team Monitor children who have been off 3 days or more New children falling under 90% to be sent a letter (letter 1) and logged on CPOMS 	<p>Week 1</p> <p>Week 2</p> <p>Weekly</p> <p>Week 3</p>	<p>Attendance officer</p> <p>Attendance Officer</p> <p>Attendance officer</p> <p>Attendance officer</p>

