



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

Attendance Policy

Approval

Signed by Principal/Chair	Ms. Buttar
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Section 1: Introduction

Regular and punctual attendance is crucial for a child's future life chances and establishes a positive work ethic early in life. At Lake Farm Park Academy (LFPA), we set an attendance target of 97%+ for all pupils. The school staff, Governors believe that all pupils benefit from regular school attendance and therefore will encourage and support all parents and carers in ensuring their children maximize their educational opportunities through regular attendance, and that any difficulties that impact upon attendance are identified and acted upon promptly.

Poor attendance can have a significant impact on a child's:

- Attainment and progress;
- Relationships with other children and their ability to form lasting friendships;
- Confidence to attempt new work and work alongside others.

LFPA's attendance policy is written with reference to the DfE's '*School Attendance*' Guidance (October 2014). This guidance outlines that the government expects:

- Schools to promote good attendance and reduce absence;
- Schools to ensure every pupil has access to full-time education;
- Schools to act early to address patterns of absence;
- Parents to perform their legal duty by ensuring their children of compulsory school age attend regularly;
- Pupils to be punctual to their lessons.

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.

Section 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.

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and staff. To help us all to focus on this we will:

- Give details about Class Attendance in our newsletters;
- Report to you termly on your child's attendance and punctuality if concerns have been raised;
- Offer advice to families where attendance is a cause for concern.
- Weekly class trophy and certificate for the class that has the highest attendance
- Termly Pizza party for all children with 100% attendance

- Attendance race track- Attendance monitors will be selected to help the Attendance Officer.
- End of year 100% children will be picked from a raffle for a present.
- Half Termly Trolley rewards for children with 100% attendance.

At Lake Farm Park Academy, the people responsible for managing attendance, punctuality and absence are the Principal, Pupil & Families Liaison and Attendance Officer.

Section 3: 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 on the Register (L)

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 register as Late (L).

Arrival after 9.30am will result in a child being marked as Unauthorized for the AM session they will be marked as (U).

Section 4: Absence Procedures

If your child is absent, you must contact the Schools office by telephone on 02085732622 (or in person) by 9.30am 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.

For any absence that goes on for more than 3 days, you will be required to provide medical evidence.

It is parent's responsibility to let the school office know if there are any changes with the parents contact details.

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.

Any Absence that is not explained by an email or phone message will be classified as unauthorized. The School Attendance officer, Family and pupil liaison officer will monitor all children's absence.

Section 5: Understanding Types of Absence

Every half-day absence (either morning or afternoon) has to be classified by the School 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.

Authorized absences in AM or PM sessions will be considered in line with our school attendance policy if the parents have provided school with valid proof of appointment.

Unauthorised absences are those, which the academy does not consider reasonable, and

therefore does not agree that the absence should be authorised.

Unauthorised absence can include:

- Keeping children off school unnecessarily;
- Truancy during the school day;
- Not properly reporting the reason for absence to the school;
- Children who arrive at school too late to get a mark in the register;
- Shopping, looking after other children or birthdays;
- Day trips or holidays in term time;
- Excessive illness without medical evidence.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. 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 keep them off school. The school can offer you support if this occurs.

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. Please do email the school or speak to the Attendance officer.

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 Attendance Support 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 attendancesupport@hillingdon.gov.uk

Section 6: Persistent Absence

A pupil who misses considerable amounts of schooling during the year becomes a 'Persistent absentee', whatever the reason for absence. Absence at this level will cause considerable damage to a child's educational prospects.

A child should attend school every day and attendance over 96% is considered to be good attendance. If attendance drops to 90% or lower the government classify the child as having persistent absence (PA) and if attendance is 50% or less the child is classified as severely absence (SA).

Attendance during one school year	Equivalent days missed	Equivalent sessions missed	Equivalent weeks missed	Equivalent lessons missed
95%	9 days	18 sessions	2 weeks	50 lessons
90%	19 days	38 sessions	4 weeks	100 lessons
85%	29 days	58 sessions	6 weeks	150 lessons
80%	38 days	72 sessions	8 weeks	200 lessons

If your child's attendance is becoming a cause of concern, then the academy will always try to work with you to resolve this. In the majority of cases, this is nearly always successful.

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 90%, 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, we may refer you the local authority for further support.

All correspondence is kept on file throughout the child's time in school.

Section 7: 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.

All correspondence is kept on file throughout the child's time in school.

Section 8: 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.

Holiday dates are published at least a year in advance and the school is unable to authorise absence other than illness, bereavement of an immediate family member.

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.**

Request for Exceptional Leave:

- Parent/Carer must complete an Exceptional leave request form; Parent can come to the front office.
- Parent/Carer must provide evidence to support Exceptional leave example: Travel tickets, Medical evidence etc.

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”*.

From September 2024 each penalty notice is £80 if paid in the first 21 days, from days 22 to 28 the fine doubles to £160 for each penalty notice.

Penalty notices are issued to each parent or carer for each of their children for example two parents with three children would receive a total of six penalty notices, one parent with two children will receive a total of two penalty notices.

Section 9: 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.

The school will make every attempt to contact the parent or carer by telephone and in writing. In the first instance, we would invite them to discuss attendance unless the absence relates to leave in term time without permission. Where all other avenues have been exhausted and support is not working or not being engaged with, attendance may be enforced where necessary through statutory intervention or prosecution to protect the pupil’s right to an education. A referral may be made to the LA under the following circumstances based on the national framework for penalty notices:

Section 10: 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 children from school themselves. It is the parent/carers responsibility to inform the school straight away if they are unable to collect their children on any given day.

The parent/carers will be given a password for that day and they must give the password to the person who is collecting their children. If a parent/carers fails to follow this process then the child will not be dismissed. All children from Year 5 and 6 that parents 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.

The Park
Federation



to question is to grow

Lake Farm Park Academy

Learning, Achieving, Aspiring Together

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.

The Principal

Ms H Buttar