



Attendance Policy 2017

*(Approved by Trustees Autumn 2017
Next Review Spring 2019)*

Attendance Policy

Aims

Good attendance means that children can make good, consistent progress in their school work.

Lakes Academies Trust expects good attendance from its pupils, in order for them to make the most of the opportunities that school has to offer. We rely on our partnership with parents to ensure that this is achieved.

We would ask parents to help the school by notifying us of all absences on the first day, with a reason for the absence and an estimation of the time to be off. Any absence which is known in advance should be requested via the appropriate form and only taken once authorisation from the Head or Deputy is given.

Attendance is also noted on Reports and passed on to any school children move to including Secondary Schools.

The school day

See appendix 1 for details of specific schools.

Authorised absence can be (but not limited to);

- Sickness
- Medical or dental appointments which cannot be arranged outside school hours
- Days of religious observance

Unauthorised absence is (but not limited to);

- Truancy
- Staying at home to look after younger children or sick relatives
- Going shopping or having hair cut
- Any absence which the school has not been informed about, either by letter or telephone
- Any family holiday, in term time.
- Birthdays.

Parents of children whose attendance is below 95% are issued a letter and attendance monitored. If after 4 weeks there has not been an improvement a home visit is arranged and the family offered support.

If a child misses 20 sessions (10 days) in a 12 week period due to unauthorised absence a fixed penalty notice is sent informing parents they will be fined if the child has another unauthorised absence. The Local Authority is informed. All fines are issued from the Local Authority.

Absence for holiday in term time over 5 days will be subject to a Fixed Penalty Notice issued by the Local Authority.

Monitoring attendance;

- Attendance records will be kept
- Teachers will note absences in the registers.
- If no explanation for absence is received parents/carers will either receive a text message or phone call requesting an explanation.
- Every effort will be made to ensure children who do not have a valid reason for absence are brought into school. This may involve a member of staff collecting them.
- Attendance is reported to the Trustees Curriculum Committee at each meeting.
- Concerns will be brought to the attention of the Family Support Worker, who in turn may notify the MKC Senior Attendance Officer (Legal Interventions).

It is the aim of the LAT to have school pupil attendance figures of 96% or above.

Review

Trustees review this policy every 2 years. The trustees may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Appendix 1 School times

Water Hall Primary School

The school day

Our school day starts at 8.45am. Children are expected to be in the classroom ready to learn at this time. Any child arriving in school after this time will be registered by the parent/carer in the hall. Pupils who are not present for registration will not be marked in the register initially. If they arrive before 9.20 am, they will be marked as present but late. Any pupil arriving after this time will be referred to the Family Support Team and may be marked as unauthorised late. Persistent lateness will be investigated and steps taken to support the family to get the children to school on time. Should timekeeping not improve parents/carers may receive a fine.

The school day finishes at 3.30 Monday to Thursday and 2.30 on Fridays. Children are expected to be collected by a responsible adult at this time. Children who are late being collected will wait with a member of staff and parents/carers contacted.

Parent's of children who are persistently late being collected may be subject to a fine.

Knowles Primary School

The school day

Our school day starts at 8.50am. Children are expected to be in the classroom ready to learn at this time. Any child arriving in school after this time will be registered by the parent/carer in the community room. Pupils who are not present for registration will not be marked in the register initially. If they arrive before 9.20 am, they will be marked present but late. Any pupil arriving after this time will be referred to the Family Support Team and may be marked as unauthorised late. Persistent lateness will be investigated and steps taken to support the family to get the children to school on time. Should timekeeping not improve parents/carers may receive a fine.

The school day finishes at 3.15. Children are expected to be collected by a responsible adult at this time. Children who are late being collected will wait with a member of staff and parents/carers contacted. Parent's of children who are persistently late being collected may be subject to a fine.