

Local School Protocols for Attendance v3

Swanland Primary School



Attendance personnel

Head Teacher: Miss H Stephenson

Deputy Head Teacher: Mrs S Patrick

SENCO: Miss J Bloxam

Attendance Officer: Miss L Nicholson

Attendance Expectations

The school day starts at 8:50am and children will be in their classroom, ready to begin lessons at this time; therefore, children will be expected to be on the school site by 8:45am.

Children will have a morning break at 10:30am which will last until **10:45am** and a lunch break of an hour— Reception and KS1 lunch break is 12:00pm to 10m and KS2 lunch is 12:10pm–1:10pm, Children will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **8:55am**. Children will receive a late mark if they are not in their classroom by this time. Children attending after this time but before 9.15am will receive a late mark (L).
- The morning register will close at **9:15am**— anyone arriving after this time will receive a **U** mark (unless this is for a medical appointment – M code).
- The afternoon register will be marked by **1:05pm for Reception and KS1 and 1:15pm for KS2**. Children will receive a late mark (L code) if they are not in their classroom by this time.
- The afternoon register will close at **1:20pm for Reception and KS1 and 1.30pm (U code)**.

Children will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Lateness

- Children must be in class at the beginning of the school day. Registers will be taken as soon as possible after that time.
- Children will be marked late if they arrive at school after the registers have closed. The child will be given a mark of 'U' on the register. This equates to an absence although we are aware that the child is on the school premises in accordance with health and safety.
- Lateness will be closely monitored.
- If your child is late, they must enter the school through the main reception, where they will be entered into the late book.

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Timings and Codes for late arrival

Morning	8:50am–8:55am Registers Taken		Pupils marked as present
	8:55am– 9.15am– pupils arriving late before registers close		L mark
	9:15am and after– arrived in school after registers closed		U Mark (this is classed as an absence)
Afternoon	KS1:	KS2	
	1:00pm–1:05pm Registers Taken	1:10pm–1:15pm Registers Taken	Pupils marked as present
	1:05pm– 1:20pm Pupils arriving late before registers close	1:15pm– 1:30pm Pupils arriving later before registers close	L mark
	1:20pm and after– arrived in school after registers closed	1:30pm and after– arrived in school after register closed	U Mark (this is classed as an absence)

If a child is late due to a medical appointment, they will receive an authorised coded of 'M'. Proof of the appointment will be required prior to the appointment or on arrival at school. If the child arrives back in school before 9.15am (morning) they will receive a late mark 'L'.

Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Children who are consistently late are disrupting not only their own education but also that of other children. Lateness is considered to be an equally serious absence. Parents, guardians or carers of children who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists parents, guardians or carers will be invited to attend the school to discuss the problem with the designated person with responsibility for attendance.

Signing Out

The school office is responsible for overseeing the procedures for releasing children when parents/carers have made a request, or the child is too ill to remain in school. The child(ren) can only be released to a parent or authorised person. When the authorised person arrives, the school office is responsible for ensuring the completion of the 'signing out' process. The school office will then input the appropriate absent code on the electronic register, if appropriate.

If a child is signed out and there is more than 50% of the session missed (e.g if they are signed out before 10.30am or 2.15pm) they will be marked as absent for the session.

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Absence Reporting Procedures

Parents will be required to contact the school office via telephone before **9:00am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day. A message can be left by dialling 1 when asked.

Where a child is absent, and their parent has not contacted the school by the close of the morning register to report the absence, our safeguarding procedures require that we will ensure contact is made with the family to ascertain the child's whereabouts, by **telephone call** as soon as is practicable on the first day that they do not attend school. Where for reasons of access or disability a telephone call is not possible from a parent or carer, a telephone call from an appropriate adult, or an alternative method of communication will be discussed with the parent/carer.

If we have been unable to make contact with the family and therefore cannot be assured of the child's whereabouts, staff from school will visit the family home. Should there be any further concerns, the DSL will contact SaPH for advice.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Where a child is absent for more than **three** school days in a row, or more than **10** school days in **one term**, the child's parent will be expected to provide a signed letter with an explanation for the absence(s).

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a **termly** basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below **85 percent**, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Sickness

- Please notify the school on each day of the absence.
- We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.

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Leave during lunchtime

Parents who wish to take their child out at lunch time may do so. The child or parent must inform the teacher. Parents will be required to meet their child **at the school office** when taking them off the premises – the pupil will be signed out and back in using the signing out app **at the school office**. A member of staff will be available **at the school office** before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff **at the school office** has given their permission. The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.

Absconding

The member of staff who has noticed the absent pupil will inform the head teacher immediately. The Head Teacher or other appointed member of staff will where possible follow the child. If the staff member loses sight of the child or is concerned about the safety of the child, the police will be called.

Promoting Good Attendance

Letters are shared with parents regarding the importance of good attendance.

Attendance intervention

When a pupil's attendance falls below 90%, a letter will be sent to parents notifying them of this and the importance of good attendance. If attendance does not improve an attendance support plan will be put in place in collaboration with the parents. This is shared with the Education Welfare Service.

Referrals for term time holidays are sent to the Education Welfare Service and where the thresholds are met, the local authority may fine parents for taking unauthorised absences.