



**LONGWORTH UNDENOMINATIONAL PRIMARY SCHOOL  
POLICY DOCUMENT**

**Attendance Policy**

Policy No: LPS-05  
Issue No: 02

Next Review Date: October 2019

Date: October 2018

## Introduction

Longworth School believes that education is critical because it gives children the best start in life. Regular attendance is essential because it demonstrates the importance of a commitment to learning. Everyone shares the responsibility for attendance. We work in partnership with parents, local community, Education Social Work Service.

## Guidelines

This school will:

- Have clear procedures for enabling pupils to come to school
- Ensure that all pupils and parents understand the issues and procedures for attendance
- Ensure all staff, including governors, administrative and ancillary staff understand the issues and procedures for attendance
- Give parents and pupils the opportunity to raise concerns and share in the addressing of those concerns.

Our target for attendance is now 96.5 (i.e. 3.5 absence).

The legal position (Education Acts 1944 & 1956, 1996 and 2002) is that:

The Local Education Authority has to offer educational provision for all school age children initially through their schools.

## Responsibilities

1. Longworth School must:

- Keep an attendance register at the beginning of the morning and during the afternoon sessions
- Report pupils who fail to attend regularly or who are absent for more than two weeks

2. Parents must:

ensure that their children are educated. Parents can be prosecuted if they fail to ensure that their child attends regularly.

3. The Attendance and Engagement Service has:

the role of helping parents and the Local Education Authority meet statutory obligations on school attendance.



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Longworth Undenominational School aims to work in partnership with parents, the local community and pupils, to ensure that attendance at our school is very high.

Pupils and parents have a very important role to play in maintaining good attendance.

### **Procedures**

All absences from school should be reported to the school on the first day of absence and the school kept informed on when the pupil will return. On returning to school a letter should be sent in with the pupil confirming their absence and reason. If we do not hear from parents by the 9.30am on the first day of absence, parents will be contacted by the school.

All pupils who are late for registration must report to the school office, so that their arrival may be recorded. Pupils arriving after 9.00am but before 9.30am will be recorded as late before close of registration and pupils arriving after 9.30am will be recorded as late after registration which records as an unauthorised absence.

Routine medical and dental appointments should be made out of school hours where ever possible. For those appointments that cannot be made out of school hours a copy of the appointment letter or card should be sent into school, prior to your child's absence. For medical or dental appointments made via the telephone a written letter from a parent or guardian should be sent into school prior to the appointment.

*As of September 2013, 'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances' (DfE 2013). The Headteacher will determine the number of school days a child can be away from school if the leave is granted. Any leave of absence should be requested in writing to the Headteacher, stating the reason and number of days required. This should be received in school at least two weeks prior to the dates required.*

The best attending year group is celebrated weekly in the 'Superstars Assembly'. The year group with the best attendance over the term will be rewarded with a non-school uniform day.

Parents will be informed if their child's attendance falls below 95%. If it falls below 80% over a period of two terms, the Attendance and Engagement Officer will be informed and their advice will be followed.

Every day a child is absent from school without permission reduces the likelihood of good academic performance which, in turn, prejudices their life chances. This is not just a bureaucratic measure but something that really matters.



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**Change & approval**

Details of Changes:

Approval:

<b>Approved by:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Headteacher</b> Neil Wilson		
<b>Chair of Governors</b> Stuart Warwick		