

# **Lansdowne Turney Federation**

## **Pupil Attendance Policy**

### Introduction

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential.

Lansdowne and Turney Schools will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

### Aims

1. To improve/maintain the overall attendance
2. To develop a framework that defines roles and responsibilities in relation to attendance
3. To provide advice, support and guidance to parents/carers and pupils.
4. To promote good relationships with the Education Welfare Service.

### Role of the School

The Executive Headteacher has overall responsibility for school attendance. All staff should bring any concerns regarding school attendance to her attention.

The Governors provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.

To enable our school to accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2015/02.

### Role of Parent/Carers

All children and young people should receive efficient full time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.

If a child is registered in school, their parent/Carer has a legal duty to ensure that they regularly attend that school.

It is a parent/carer's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be confirmed with a written note when the pupil returns to school. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.

Pupils are expected to be in school at 9.05 am Lansdowne/9.10am Turney for registration and the beginning of classes. It is the responsibility of parents/carers to ensure that children/young people are punctual. Lateness is

recorded at registration and on the child/young person's attendance record. Pupils travelling to school by either school buses or taxis will be deemed to have arrived at school on time when the buses and taxis arrive.

#### Absence Procedures

Parents/Carers should notify the school of any absences. They should follow any absence with letter/email explaining the absence and/or provide evidence of medical appointments, or other reasons pupils have not attended school.

#### Family holidays during Term Time

Lansdowne and Turney Schools discourage holidays during term time due to the impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

#### Procedures for managing non-attendance

- If a pupil has missed morning registration absence calls made.
- Log of pupil attendance is kept and analysed.
- Regular audit to check persistence or concerning absences.
- School warning letters.
- Referral to Education Welfare Service.

**Reviewed by the Governing Body September 2016**

**To be reviewed by the Governing Body September 2018**



