



Longford Park School

Believe • Belong • Become

Pupil Attendance Policy

January 2025 – January 2027

Our school values

We **believe** in ourselves and each other.
We all **belong** in our community.
Everyone can **become** the best they can be

Aims

Longford Park School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels safe and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school has established an effective attendance and timekeeping monitoring system and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

Leave of Absence

Pupils' attendance should be at least 95% unless they have a serious illness. This means that most children should **not** have more than 10 days absence per year.

Holidays during term are detrimental to a child's education and **should be avoided if at all possible**.

New Government statutory legislation is aimed at parents taking their children out of school in term time to go on holiday and relates to other **unauthorised absences** e.g. keeping a child off school to have a day out with parents, attend a family occasion such as a wedding etc.

- The threshold at which a penalty notice must be considered is set at **10 sessions** (equivalent to 5 days) of unauthorised absence **within a 10-week school period**
- Penalty notice charges are increasing to £160 per parent per child (£80 if paid within 21 days)
- Any second penalty notice issued within a 3-year rolling period will be £160 per parent per child with no option for a discounted fee
- A maximum of two penalty notices may be issued for the same child within a 3-year period so at the 3rd offence, other courses of action will be considered e.g. prosecution

Unauthorised absences are subject to involvement by the Local Authority as taking your child out of school will have a detrimental effect on their learning and progress.

Exceptional Circumstances

The government has issued instructions to schools that if parents/carers feel that it is necessary to apply for leave of absence for any reason, then they should apply to the Headteacher by completing the 'Leave of Absence' request form and handing it into the school office, no later than three weeks before the requested absence is due to commence. Also enclosing evidence of their reasons where possible. The work and holiday schedules of parents and carers are not sufficient reason for children to be granted leave under the new legislation. Leave can be granted by the Headteacher in exceptional circumstances.

These are determined on an individual basis and are at the discretion of the Headteacher

Aims

- To improve the overall percentage of pupils at school.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
- To provide support, advice and guidance to parents and pupils.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and school.
- To promote effective partnerships with the Education Social Work Service and with other attendance and punctuality services and agencies.

Objectives

- Establish and maintain a high profile for attendance and punctuality.
- Monitor the attendance and punctuality of individuals and groups on a termly and annual basis.
- Use the school prospectus, newsletters, Dojo, school website and Governors Annual report to Parents and Staff Information file to promote good attendance and punctuality. Highlight the negative effects of term-time holidays to children's education.
- Provide training on the use of the school's electronic absence and lateness system.
- Headteacher and designated office staff to discuss attendance issues weekly. Inform parents where children have poor attendance and punctuality.

Absence Procedures

- Parent/Carer to inform school before 8.30am of pupil absence on 1st day of absence and then a daily update phone call from parent/carer should follow throughout the period of absence.
- Where a parent/carer hasn't made contact, the school office staff is to seek contact before 10am.
- Where contact cannot be made, the absence should be passed to the Attendance Lead to investigate further.

Lateness Procedures

- The school register opens at 9.00am. Lessons begin at 9.15am prompt.
- Where a pupil arrives between 9am – 9.20am, an 'L' will be recorded on the class register. Should a pupil arrive after 9.20am, a 'U' will be recorded on the class register – indicating the child has arrived after the registration has closed. Another absence code may be recorded if appropriate e.g. 'M' will be used if a pupil has arrived after the registration has closed, due to a medical appointment.
- In circumstances such as bad weather, or public transport difficulties, school may keep the register open for a longer period of time.
- The register for the second session will be taken at 13.00pm and will be kept open until 13.15pm.

Additional Procedures

- The designated office staff member will update the Headteacher weekly regarding absence and attendance figures.
- The Headteacher and designated Attendance Lead will review attendance and lateness half termly.
- The Headteacher and Attendance Lead will review attendance and lateness on a formal basis each term to agree any further actions and produce a report.
- Where concerns arise regarding attendance and lateness, the Headteacher/Attendance Lead will be proactive in arranging a meeting with parents/carers.
- Actively promote attendance and associated reward and effective sanctions.
- Arrange multi-agency liaison meetings as appropriate.
- Set annual targets for absence with the AAC.
- Cases of concern will be reported to the LA Intervention team for further investigation.



How attendance is celebrated at Longford Park School

Each week there will be an, '**Attendance Class of the Week**'. This will be shared in our weekly celebration assembly. The recipient class and their staff will then attend a special celebration breakfast following their success and receive the attendance trophy for that week.

Autumn Term

For pupils that attend school every day in the Autumn Term, they will receive a Longford Park School **Bronze Attendance Award** in the last celebration assembly of that term. The pupils will also receive a reward.

Spring Term

For pupils that attend school every day in the Autumn and Spring Term, they will receive a Longford Park School **Silver Attendance Award** in the last celebration assembly of that term. The pupils will also receive a reward. Pupils that did not achieve Bronze in Autumn, may still achieve Bronze in Spring.

Summer Term

For pupils that attend school every day in the Autumn, Spring and Summer Term, they will receive a Longford Park School **Gold Attendance Award** in the last celebration assembly of that term. The pupils will also receive a reward.

Pupils that did not achieve Bronze in Spring, may still achieve Bronze in Summer. Pupils that achieved Bronze in Spring may achieve Silver in Summer.

We hope that you will work with us in our expectations for pupil's excellent attendance.

For pupils and families who need additional support with their child's attendance, please contact Miss Meadows via telephone: 0161 5323253 or e-mail: smeadows@longfordparkschool.co.uk

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

School Attendance Codes 2024

Present Codes

/ \	present during registration
B	educated off site and for taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority under Section 19 of the EA 1996
L	arrived after the register has started but before it has closed
P	participation in a sporting activity with prior agreement from school
V	educational visit or trip supervised by a member of the school staff
W	attending work experience under arrangements by the school or local authority

Absent Codes

Authorised Absences

Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed; any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being unexpectedly closed
Y4	unable to attend due to unexpected whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)

Unauthorised Absences

G	holiday or absence for leisure-related purposes (not agreed by the headteacher)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed

Administrative Codes

Z	prospective pupil not yet on register
#	planned whole school closure (e.g., holidays, Insets and polling station days)

Example letters:

(Absences from school)

Dear parent.

I am writing to express my concern at child's recent high levels of absence from school.

His current attendance has fallen to percentage. Falling below 95% attendance will likely have an impact on his academic achievement.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support child's education in the best way possible, including looking into how we can help him to address gaps in learning due to absence.

Please contact the school office on 0161 5323253 as soon as you can so we can arrange to discuss this.

Yours sincerely,
Miss Stephanie Meadows
Deputy Headteacher

(Unauthorised absences from school)

Dear parent.

I am writing to express my concern at [name's] recent unauthorised absences from school.

[Name] has been absent from school for a total of [number] unauthorised sessions ([number] days) on the following dates:

> [date]

> [date]

> [date]

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

Please note that unauthorised absences can result in a penalty notice being issued. You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Please contact the school office on 0161 5323253 as soon as you can so we can arrange to discuss this.

Yours sincerely,

Miss Stephanie Meadows

Deputy Headteacher

(Poor punctuality)

Dear parent.

I'm writing to you because [name] has been late to school [number] times in [timeframe].

[He/she] arrived at school after the register had closed on the following dates:

› [date]

› [date]

› [date]

[He/she] also arrived at school late (but before the register had closed) on the following dates:

› [date]

› [date]

› [date]

The school day begins promptly at [time] and registration closes at [time]. Afternoon registration takes place between [time slot].

Arriving promptly makes sure that your child doesn't miss work, and that disruption to the teacher and other pupils is minimised. Persistent lateness can lead to a significant loss in learning time.

Persistent lateness can result in a penalty notice. The school can request that the local authority issues a penalty notice related to lateness when:

› U codes (late after register has closed) when a child accrues more than 10.

We're committed to working with families to make sure every pupil gets the support they need. We would therefore like to arrange a meeting to discuss how we can work with you to help improve [name's] punctuality.

Please contact the school office on 0161 5323253 to arrange a meeting.

Yours sincerely,

Miss Stephanie Meadows

Deputy Headteacher

(Holiday absence)

Dear parent.

I'm writing about your action in taking [name(s)] out of school for a family holiday between [date] and [date].

We're treating this as an unauthorised holiday because [explain the evidence you have].

Our school works with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child's success and fulfilment.

We expect you to consult the school before booking holidays that mean your child will be absent, or before making any plans that will involve your child's absence from lessons or other commitments.

We have the power to request that the local authority issue a penalty notice for unauthorised term-time holidays.

If issued with a penalty notice, you must pay:

- £60, if paid within 21 days of receiving the notice
- £120, if paid after 21 days but within 28 days

If you don't pay the penalty within 28 days, the local authority could pursue legal action.

Absences like these could have a detrimental effect on [name(s)] education.

We would like to arrange a meeting so that we can discuss this further. Please contact the school office urgently on 0161 5323253

Yours sincerely,

Miss Stephanie Meadows

Deputy Headteacher

Attendance

Procedures Flow Chart. Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher and Advisory Committee at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. The procedures below are followed to ensure that this happens. Attendance is monitored weekly by the Deputy Head teacher.

School target is 95% Where concerns are raised the following actions are put in place, phone call home.

Stage 1 Pupil's attendance is 94% or below. Attendance Letter 1 sent by attendance lead to parent/carer and support is offered. Phone call made.

School continues to monitor attendance. Any further absences will trigger actions from Stage 2 or Stage 3.

Stage 2 (90%-93%) Attendance letter 2 sent by attendance lead to parent/carer and a meeting is held to discuss support.

No further absences and attendance improves. Letter sent to parents about improved attendance.

Stage 3 (- 90%) Attendance letter sent by attendance lead to arrange a meeting with the Head teacher.

Parent/carer attends meeting in school and agreed support, where appropriate, is put in place.

Parent/carer does not attend meeting and pupil's attendance is monitored for two weeks and it continues to decrease. SLT discuss next steps.

School continues to monitor attendance. Any further absences will trigger actions from Stage 3 or Stage 4.

Stage 4 (90% and below and fails to improve) Parent/carer is invited to an Attendance Panel with external adviser and attendance lead to plan next steps including discussion around legal action.

Stage 5 Attendance does not improve. School/Borough start court proceedings.