



## LANGSTONE INFANT SCHOOL

### ATTENDANCE POLICY

This policy reflects the vision and aims of Langstone Infant in line with the ethos of Chichester University Trust. [This has been reviewed during the COVID period and updated in light of full reopening in September 2020](#)

- ❖ Encouraging staff, parents and children to maximise the learning experience in order that all children reach their full potential.
- ❖ Providing clear procedures for involving parents relating to school attendance.

#### Principles

Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum and [post COVID lockdown a discrete recovery curriculum offer](#). Valuable learning time is lost when children are absent or late.

Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

Initiatives are in place within both schools to encourage punctuality and good attendance.

#### Absence

Every half-day absence has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required.

***Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.***

***Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:***

- ❖ ***parents keeping children off school unnecessarily***
- ❖ ***truancy before or during the school day***
- ❖ ***absences which have never been properly explained***
- ❖ ***children who arrive at school too late to get a mark***

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. The first point of contact with regard to attendance is **Mrs. Hodgson.**



## LANGSTONE INFANT SCHOOL

Any child whose attendance is below 93% or has a significant amount of lateness over a half term period will be asked to meet the Headteacher to discuss ways forward. If there is no improvement after this meeting, the school may refer, **(for legal action)** the child to the **School Attendance Team** from the Local Authority. If other ways of trying to improve the child's attendance have failed, the School Attendance Team can use court proceedings to prosecute parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Attendance information is published in the child's annual report and included in the documentation which is sent on to any school a child may subsequently attend.

### **Reporting absence**

It is the parent's responsibility to inform school of the reason for a child's absence as promptly as possible and provide further information if it is required. **The Infant school office is open from 8:30am.** If a parent/carer has not contacted the school on the first day of absence, the school will attempt to contact them to clarify the reason for non-attendance.

### **Leave of absence in term time**

A leave of absence will only be authorised in term time in **exceptional circumstances**.

- Leave of absence must be requested at least 5 school days in advance of the dates requested, using the 'Leave of Absence for School' form.

Any leave of absence taken that have not been authorised could result in further action being taken such as issuing a fixed penalty notice and possible fine paid to the council.

**Updated: July 2020**

**Next review: September 2021**