



# LANGSTONE ACADEMIES



## ATTENDANCE POLICY

This policy reflects the vision and aims of Langstone Infant and Junior Academies by

- ❖ 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. 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 Yvonne Hodgson at the Infant School and Robyn Beames at the Junior School.

Any child whose attendance is below 90% or has a significant amount of lateness over a half term period will be asked to meet the Headteacher to discuss ways forward. If difficulties cannot be sorted out in this way, 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 Academy office is open from 8:30am, the Junior Academy have an absence line on their answering machine. 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.

Policy ratified at Langstone Academies LGB September 2022.

Policy to be reviewed: September 2024.

## **LANGSTONE JUNIOR ACADEMY ABSENCE / ATTENDANCE PROTOCOL**

If a child does not arrive at school and there has not been an explanation/reason given by the parent/carer, then at Langstone, we will:

Check registers, late attendance and child absence book for that day.



Check telephone messages and emails received.



Check that the child is not in class.



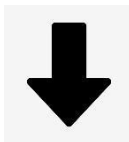
Text the parent/carer to remind them to call the school.



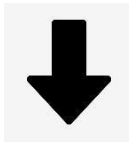
Phone the parent/carer to enquire after the child.



Repeat telephone calls to all parents/carers on the child's contact list and liaise with the Infant School (in case of siblings).



Visit the child's home



Notify Attendance Team and MASH/ LA Co-ordinator

***All stages will be completed by 11am.** This information is shared with parents during an introduction to the school. Parents are made aware that this is a matter of safeguarding and that it is taken very seriously when a child is missing from school. Fines will be incurred if this leads to a pattern of poor attendance.*

*If there are serious concern around a child, due to other factors known of, then the process will be completed in a shorter time and the police will be notified as well as MASH and the Attendance Team at Portsmouth City Council.*