LEAS PARK JUNIOR SCHOOL

ATTENDANCE POLICY

September 2026

1. CORE PRINCIPLES

Leas Park Junior School is committed to providing a full and efficient education for all pupils. The school sincerely believes that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the school will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any issues, which may impede full attendance, are acted upon as quickly as possible.

Pupil performance and well-being go hand in hand. Pupils can't learn if they don't feel safe or if ill health problems are allowed to create barriers. Leas Park Junior School fully embraces the five strands of the every child matters agenda and uses these to inform decisions when dealing with young people.

The law states that parents/carers have a legal obligation to ensure that children within their care attend school regularly. Schools and the local authority have a duty to ensure that poor school attendance is dealt with swiftly.

Local authorities have legal enforcement powers under sections 444, 444A and 444ZA of the Education Act 1996 to bring legal action against parents in order to enforce attendance at school.

2. IMPLEMENTATION

This policy was agreed by the Governors in September 2026

3. AIMS

Leas Park Junior School recognises that;

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of parents/carers to ensure attendance at school as required by law.
- Some pupils and their parents/carers may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of pupils, parents or carers may impact on attendance. We will, with agreement and support of parent/carers, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their society.

4. EXPECTATIONS

We expect the following from parents/carers:

- To ensure their children attend school regularly and punctually between the hours of 8.45am – 3.15pm
- To ensure that they contact their children's school on the first morning of absence whenever their children are unable to attend, as appropriate. Parents are then asked to ring every morning that their child continues to be absent
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their homework
- To contact their children's school whenever any problem occurs that may affect attendance
- That they will inform a member of staff of any problem or reason that may prevent them from attending
- To ensure they engage with staff with the intention of supporting their child to attend school including engaging with home visits from staff where necessary

We expect the following from all our pupils;

- That they attend school regularly
- That they will be on time and be appropriately equipped for the day.

Parents and pupils can expect the following from Leas Park Junior School;

- Regular, efficient and accurate recording of attendance
- Early contact with parents when a pupil fails to attend school without providing a reason
- Visits from school to the family home
- Immediate action on any problem notified to us
- Rewarding good attendance
- A quality education
- To provide support, advice and guidance to pupils, parents and carers for all aspects of school attendance
- Governance will play key role in relation to improving school attendance, working with leaders to improve and monitor attendance identifying patterns, trends and benchmarking.

5. ENCOURAGING GOOD ATTENDANCE IN SCHOOL

Attendance is encouraged in the following ways

- Accurate completion of registers in school/manual or online
- Regular attendance checks at appropriate times
- Recording of good attendance on end of year reports and at parents evenings
- Establishing a mechanism for supporting those parents and carers who are concerned that their children may be experiencing difficulty attending, <u>including home visits if necessary, including safe and well checks if a pupil hasn't been accessing school regularly</u>
- The efficient use of computerised systems to provide valuable attendance data which can assist speedy analysis and timely responses by the school
- Sending parents termly letters outlining absence and lateness figures as appropriate if a child's attendance is causing concern

- Celebrating outstanding attendance in school with a weekly/termly class trophies and awards and 100% certificate
- Celebrating good time keeping, arriving at school on time

6. RESPONDING TO NON-ATTENDANCE

The school has a structured response for dealing with attendance concerns. When attendance falls below the expected level of 96% close monitoring will be put in place.
We will communicate our concerns with parents/carers if attendance falls below our expected levels of 90%. This may be in writing, by telephone or in person.

Poor attendance
Parents with children who have been increasingly absent from school due to illness, may be asked to present evidence from their GP for any further absences for a period of time. This can be in the form of a note from their GP, or an official appointment card issued by the surgery/hospital appointment letter.
Parents of pupils with poor attendance may be invited to attend a structured conversation with the class teacher. This may lead to a referral to a variety of professionals involved with pupil welfare. The aim of this meeting is to improve future attendance and prevent the need for referral to targeted support to begin legal processes.

7. PUNCTUALITY

The importance of arriving at school on time

- Arriving late at school may cause embarrassment for the child
- Pupils' arriving late is disruptive, not only to their own learning (pupils often miss the same subject e.g. reading fundamental to all core learning) but the learning of others.
- Pupils may miss something important such as lesson plans or instructions on how to complete a piece of work
- Lateness can affect how pupils form friendship groups. Social interaction with peers before school is important.
- Pupils are marked present. The register is not only a legal document it also provides evidence that pupils have arrived in school and are safe.
- Punctuality shows reliability and is a valuable attribute for future working life. Future employers, universities and colleges look for reliability. A good record of attendance and punctuality is an indication of this and they may request to see it.

- Punctuality concerns - School will contact you at any point in the term either by teacher /parent communication, school office or a formal letter from the head teacher as a result of multiple lateness marks -identifying that punctuality is a growing concern for your child's education.
- The school day begins at 8.45am and pupils are expected to be in their classrooms for registration from this time.
- Pupils arriving after 8.45am need to enter school through reception before 9.15am and the child will receive a late mark. If the child does not arrive by the close of the registers by 9.15am the registration code school are now expected to apply is a U-this will be classed as unauthorized. This will then be counted in the child's unauthorised attendance percentage.

Parents should inform the school as early as possible before 9am, giving the reason for the absence. This can be communicated by telephone, personal message or letter from the parent/carer. We cannot accept a verbal message from a child. If we do not receive a message the absence will be unauthorised.

8. WITHDRAWAL FROM LEARNING DURING TERM TIME

Leas Park Junior School will not grant any withdrawal from learning during term time unless there are exceptional circumstances.

A leave of absence is granted entirely at the head teacher's discretion and is **not a parental right.** In accordance with government guidelines, the application must be made 4 weeks in advance by completing a withdrawal from learning request form. The application form is available from school office by request or can be downloaded from our website (www.leaspark.notts.sch.uk) . The head teacher must be satisfied that there are exceptional circumstances which warrant the leave.

Withdrawal from learning that has not been approved will therefore be unauthorised and may lead to a referral being made to the local authority for action. Where a pupil has unauthorised absence of 10 sessions or 5 days over a 10 week period the Head Teacher can request to the LA that a fixed penalty notice be served.
From the 19th August 2024 schools have to make it clear in policies that when they become aware that the national threshold has been met of (5 days/10 sessions over a 10 week school rolling period) that if we can / will consider whether a penalty notice should be issued.

9. WORKING WITH OTHER AGENCIES WHEN APPROPRIATE

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.
There are the many support services we can work with to improve the outcomes for pupils

- Behaviour Partnership
- Educational Psychologists.
- School health.
- Social care.
- Youth Offending Team.
- Police.
- CAMHS.

Data Protection Act
The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard to the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed.

Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.