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Attendance Policy	
Date adopted	Spring 2024
Date reviewed	Summer 24
Next review date	Summer 25
Attendance lead	Miss Emma Facey
Headteacher	Mrs Zoe Cooper
Governor/Committee (where applicable)	Mr Andrew Wragg

Our Vision:

Jesus said: 'I have come that they may have life and have it to the full.'

Promoting *life-long learning*

Developing *life-giving relationships*

Exploring *life-enhancing faith*

Inspiring *life-enriching aspiration*

This policy outlines the management and practices of attendance procedures at Hanley St Luke's C of E Primary Academy.

At Hanley St Luke's our Mission is to:

- Promote Christian belief and practice and to encourage the moral and spiritual development of all people in our school.
- Develop in each person a sense of self-worth and the necessary qualities to become a full and valuable member of British society
- Encourage the full academic potential of each child.
- In our school we promote honesty, courtesy, kindness, perseverance and respect. We celebrate all our many differences and diversity, believing each individual is special and valued by God.

Our aim is to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise their full potential.

Hanley St Luke's is committed to providing a stimulating, nurturing and enjoyable education experience for all pupils. We therefore believe that if pupils are to benefit from the education and support that we offer, good attendance and punctuality is crucial so children do not miss out on areas of their school day and learning.

We will actively promote, encourage and celebrate good and improved attendance through sharing successes with staff, children and parents and via Dojo.

We acknowledge the vital role that parents and carers have to play, and we seek to establish strong home-school links and communications with them.

At Hanley St Luke's we strive to provide a welcoming, caring environment whereby each member of our school community feels loved and secure.

Aims for the academic year:

We at Hanley St Luke's, aim to meet our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- To minimise the disruption caused by late arrivals or non-attendance to the quality of education and provision for all pupils.
- We will support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.
- In addition, we will also support parents whose children are not at the compulsory school age to attend regularly.

Targets:

Our attendance target for 2023-24 is **96%** and this has been set in conjunction with the Governors and with reference to the DfE's aim of reducing unauthorised absence and punctuality.

Punctuality:

We reduce congestion at the beginning of the school day by having several entrance points and help all of our children arrive on time by having an open-door policy, where school gates and doors are opened at 8:40am.

School commences and lessons start promptly at 8:45am. Arriving after this time can affect your child's progress. It also disrupts the classroom when lessons have already begun. Therefore, not only must children attend school regularly, but they must also be on time.

School closing times are 3:00pm for nursery and reception, and 3:15pm for KS1 and KS2. Year 1 children leave school slightly earlier and are ready to be collected at 3.10pm. Year 2 are ready to be collected at 3.15pm and then Years 3-6 are released from the building from 3.15.

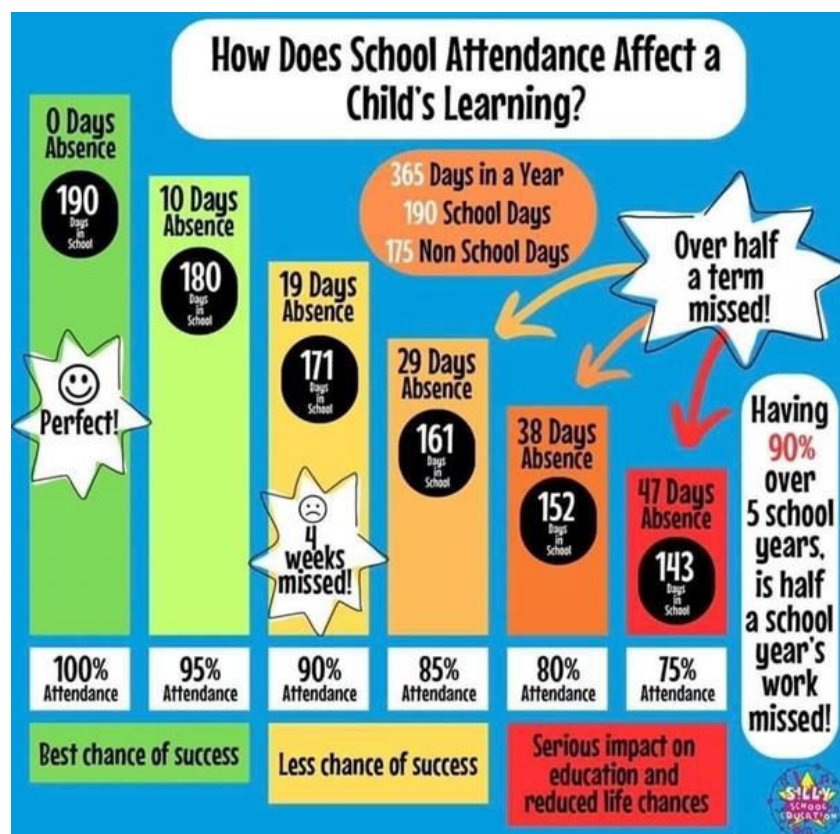
All children across the school have access to Magic Breakfast served by Year 6 role models, as soon as they enter their classrooms. This helps to ensure that all children have a calm and consistent start to their day, helping to eradicate hunger.

The following graph clearly illustrates how being late can add up to loss of learning over a year:



Attendance register:

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the afternoon session. The attendance status of every pupil is made using the DfE attendance coding system. The chart below demonstrates how attendance can affect a child's success.



Parental responsibility:

Under section 444 of the Education Act of 1996, parents, or those who have parental responsibility for children of compulsory school age, are required to ensure that their

children receive an efficient full-time education. Children are required to attend and to stay at the school. The responsibility also extends to ensuring that the children arrive at the school on time, suitably dressed and in a fit state to learn. It is also the parent's responsibility to inform school of the reasons for their child's non-attendance as soon as possible, by 9:00am on the first day of absence.

Procedures for reporting absence:

-Parents / carers need to report any absence through the Studybugs app/website, by telephone, dojo to the school office or in person by no later than 9:30am.

-For medical appointments, by showing an appointment card or letter in advance, at the office.

-By completing an application of leave of absence in exceptional circumstances in term time (available from the school office).

-It is requested that reasons for absence are not sent as a message via a child or another parent/carer as these could not be passed on or be inaccurate.

-If no contact is received by school, a 'first day telephone call' or 'message' will be sent to parents/carers to request a reason for absence.

Authorised absence:

An absence is classed as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian.

The head teacher has the ultimate responsibility for authorising absences and will do so when a valid reason is given for the child's absence.

Unauthorised absence:

Amendments to the 2006 attendance regulations make it clear that the headteacher may not grant any leave of absence during term time unless in exceptional circumstances. An application can be made if there are exceptional (and documented) circumstances. Parents sometimes confuse telling the school as being good enough, this is not so, you will need explicit permission from the school for any leave. Please ask the school office for a form.

Requests, with accompanying documentary evidence, must be submitted at least 20 school days before the proposed first date of absence. The headteacher will consider your request and advise you of their decision, (possibly asking to meet with you to discuss). If the absence is deemed as not exceptional circumstances and not authorised you risk being fined by the Local Authority. Taking further time than allowed will be unauthorised and you risk being fined by the local authority and/or your child being taken off the school roll. Approval cannot be given without proper application or retrospectively.

If term time leave is taken without prior permission from the school, the absence will be unauthorised and you may be liable for a fixed-penalty fine or other legal action and in certain instances the child may also lose their school place. An unauthorised absence will be given when a child does not attend school and a valid reason is not given for the absence or the governors refuse to authorise a leave of absence request.

No holidays requested during term time will be authorised unless under exceptional circumstances. Holidays requested that exceed 5 school days will be passed to the EWO and a fine will be issued by the local authority. Currently the fine is £60 per child, per parent when paid within 21 days, which rises to £120 if not paid within the 21-day period.

Medical and dental appointments:

We expect parents to make medical and dental appointments for their children before or after school or during the school holidays. If this is not possible, then authorisation will be given where confirmation of the appointment is received from the parent/carer by showing the medical appointment card/letter. Children are expected to attend school prior to the appointment and return following the appointment whenever possible.

Bereavement:

The school is sensitive to family requests for a child's attendance at funerals or associated events.

Special occasions:

A request for a child to attend a special occasion during school time, e.g. a family wedding, must be made in advance by completing the 'leave of absence in exceptional circumstances request form' and the headteacher will make the decision as to whether to authorise the absence. Parents will be notified of the head's decision.

Procedure for taking a child out of school during the school day:

Parents/carers report to the school office. Children will not be allowed to leave during school hours unless accompanied by a responsible adult.

Days of religious observance:

Attendance at a religious observance held by a religious body will be granted authorised absence. The headteacher should be consulted in advance of the event.

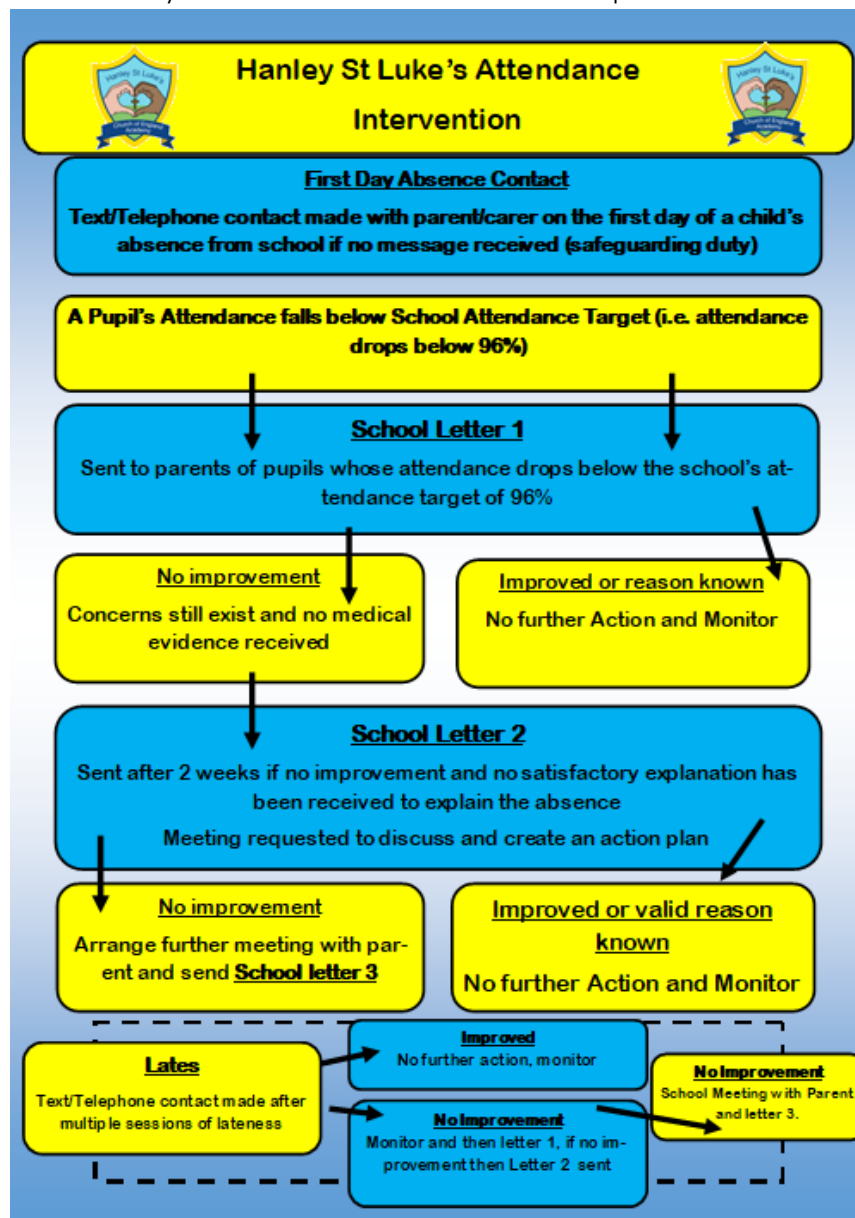
Lateness:

A pupil who arrives late but before the registers have closed will be marked as late, using the appropriate code. A pupil who arrives after the register has closed (9:05am) without an adequate explanation from their parents will be given an unauthorised absence for the session.


Legal sanctions:

Local authorities can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The school maintains a close working relationship with the local authority and the Education Welfare Service/officer, who will work with pupils, families and the school where attendance or punctuality are unsatisfactory. The school will follow the below procedure for attendance and punctuality:



If attendance continues to be a concern, then an Early Help Assessment may be considered and offered to families in conjunction with the safeguarding lead.



Penalty Notices are changing from 19 August 2024

<p>Per parent, per child Penalty Notice Fines will be issued to each parent, for each child that was absent for a leave of absence.</p> <p>This means that if 4 siblings take a leave of absence during term time, this would result in each parent receiving 4 separate fines.</p>	<p>5 consecutive days of term time leave Penalty Notice Fines will be issued for term time leave of 5 or more consecutive days. This is called irregular attendance.</p> <p>It is important to note that INSET days count, in this instance, as school days and can be included in the 5 or more consecutive days.</p>
<p>First Offence</p>	<p>10 sessions of unauthorised absence in a</p>

Roles and responsibilities:

The Governing Board -The governors are responsible for monitoring whole school attendance figures.

The Head teacher and Deputy head teacher- The head teacher and deputy head teacher (senior attendance champion) are responsible for ensuring that this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. The deputy head teacher supports other staff in monitoring the attendance of individual pupils and supports the issuing of letters and penalty warning notices, where necessary. The deputy head teacher has a responsibility for attendance at the school and acts alongside the office staff as (senior) attendance officer. Head teachers can no longer authorise holidays from September 2024.

Office staff- The office staff member as attendance champion, is expected to check absence lines, emails, Dojos, Studybugs and take calls/messages from parents and carers about absence and record it on the school system, including Teams each day. Office staff are expected to contact parents when absence has not been reported as per the policy guidelines. The school will keep accurate attendance records on file for a minimum of three years.

The office staff act as attendance champions, alongside the deputy head:

- Monitor attendance data at the school and individual pupil level
- Follows policy to ensure implementation
- Manages and maintains correspondence
- Reports concerns about attendance to the head and deputy head
- Works alongside the local authority and EWO to tackle persistent absence or lateness

- Arranges calls and meetings with parents to discuss attendance issues
- Advises the head teacher when penalty notices are ready to be issued
- Ensure that the correct procedures are followed, and document completed if a parent/ carer requests to deregister their child for home education. From September 2024 it is compulsory for schools and parents to document the grounds for any occasions of off rolling.
- New register codes are in place from September 2024. See below.

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
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 because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

[Class teachers \(and support staff in their absence\)](#) - Class teachers are responsible for recording attendance on a daily basis.

Teachers record absence on the register and correct codes are added by the office as appropriate. Class teachers are responsible for working with parents and carers to ensure improved attendance for identified pupils. Class teachers are responsible for reporting any concerns about patterns of absence to the DSL and DDSL's, and on CPOMS when it is considered a safeguarding issue.

Posters for in school and Dojo

HSL 4

Late to school = lost learning	
Minutes late	Impact on attendance in a year
5 minutes late per day	= 3 days lost each year
15 minutes late per day	= 9 days lost each year
30 minutes late per day	= 19 days lost each year
45 minutes late per day	= 28 days lost each year
60 minutes late per day	= 38 days lost each year

Every school day counts BUT every minute is equally important!!

ATTENDANCE & PUNCTUALITY

