

# LOCKERS PARK ATTENDANCE



# SCHOOL POLICY

Date Last Updated	By...	Date of next review
September 2023	NC	September 2024
August 2024	NC	August 2025
August 2025	NC	August 2026

This document is available on the school website. This policy applies to all pupils, including those in EYFS.

## Rationale

The link between attendance and attainment is undeniable. Repeated studies show that those children with high attendance rates achieve better exam grades in both prep and senior school. Maintaining that sense of belonging and support within the community is essential within Lockers Park.

It is crucial that we know where our pupils are at all times so that we can fulfil our duty of care; this applies whether pupils are on site or being educated elsewhere.

We recognise the strong link between attainment and attendance and the important partnership between parents and the school in ensuring that boys in our care achieve their potential, both socially and academically. Lockers Park is committed to working with boys and their parents to achieve the highest level of attendance possible.

School attendance is subject to various education laws and this policy is written to reflect these laws, recognising the guidance 'Working together to improve school attendance' (Department for Education, August 2024), 'Keeping Children Safe in Education, (September 2025), 'Children Missing Education' (Department for Education, September 2024).

## Contact Details for the Senior Attendance Champion

Mrs Noeleen Corrigan - Deputy Head - Designated Safeguarding Lead

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## This document aims to:

- Promote high levels of punctuality;
- Reduce further the numbers of authorised absences;

- Promote the support networks in place to help pupils to achieve excellent attendance and therefore achieve their potential.

### **Principles**

If the school's aims are being successfully met, pupils should want to attend regularly. To achieve these aims this document is based upon the following principles:

- All parents/carers are aware of their responsibility to send their children to school on time and to provide valid reasons for absence or persistent lateness;
- Pupils are aware of what is expected of them;
- Electronic registers are taken thrice daily; in Form time, at lunch and at supper.
- Registers are accurate and personal details are kept up to date;
- Staff concerns about absence and/or punctuality are reported to the Pastoral Team.
- Staff, where appropriate, share and update information;
- Those pupils causing concern are monitored and strategies developed;
- Negative issues affecting attendance or punctuality are addressed appropriately and support is put in place;
- Support is offered to pupils returning to school after extended periods of absence;
- Staff use the procedures for irregular attendance and punctuality consistently and fairly.

Our expectations for attendance are:

- 97-100% Expected
- 95-97% Emerging cause for concern
- Below 95%, but above 90% A cause for concern
- Below 90% A serious cause for concern

The school recognises that there will be situations where a pupil's attendance falls below expected due to unforeseen circumstances or illness. Some pupils may experience difficult family circumstances and will need extra support. We will always work with parents in supporting pupils who have emerging attendance issues. The Form Tutor is the primary point of contact for their child and has an excellent overview of their son. If a child misses school there may be an issue that parents or the school are not aware and it is important to identify the issue and put in early intervention. Lockers Park has a wide range of support systems which complement the school's established pastoral structure. We will work with each family on a case-by-case basis in providing the best means of support for each child and their family.

The Education (Pupil Registration) (England) Regulations 2024 requires schools to inform the local authority of any pupils who are regularly absent from school, have irregular attendance, or have 10 or more consecutive school days absence without the school's permission. Schools are also under a safeguarding duty, under section 175 of the Education Act 2011 to investigate any unexplained absences.

### **School Procedures**

#### **(a) Recording Attendance**

The coding for any absences will be in accordance with the guidance provided by the Department for Education.

#### **(b) Absence Notification**

On the day of absence parents should always contact the School office, preferably by 8.15am, and each subsequent day **tel: 01442 251712 or email: secretary@lockerspark.co.uk**

If pupils are unable to attend school by 8.45am, and there has been no contact from parents, our School secretary will begin the process of telephoning parents to discuss the reason for the absence. Therefore, it is important that the school is made aware of any changes to parents' contact details.

c.) Request for absence. Permission from the Headteacher must be sought for all absences that occur during term-time prior to their absence. Under current regulations, schools cannot authorise any holidays taken in term time. Leave may be granted at the Schools's discretion for exceptional circumstances. School will require evidence of exceptional circumstances, and the judgement about what is exceptional will be made by the Headmaster. Examples of exceptional circumstances may be; attending a funeral, visiting a seriously ill relative, or a family crisis which would necessitate absence.

For absences that are due to sporting or other educational activities which have not been organised by school, evidence of the event must be sent to the School Secretary.

**Authorised absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.

**Unauthorised absence:** is when the school has not received a reason for absence or has not approved a pupil's absence from school after a parent's request.

### **Safeguarding**

If appropriate, staff should follow the school's Safeguarding (Child Protection) Policy and all related policies and procedures for children who go missing from education, particularly on repeat occasions. Wherever there is a suspicion of possible abuse, neglect or radicalisation, staff will inform the DSL. Staff should be particularly aware of the needs of SEN and disabled pupils as they can be impacted by matters such as bullying and child on child abuse without outwardly showing any signs. Concerns will also be raised for those pupils who are persistently absent from school, including persistent absences for part of the school day.

In line with our expectations for attendance the following table outlines our school procedures:

Attendance below 97% but above 95%	<u>Emerging cause for concern.</u> Discussion between the pupil and his Form Tutor to identify any underlying concerns or worries indicating that extra school support needs to be put in place. If so, this will be addressed.
Attendance below 95% but above 90%	<u>Frequent Absence</u> A cause for concern. Email/phone call home from a member of the pastoral committee. Should there be an underlying concern or worry, parents will be contacted, and the Form tutor will work with the pupil and his parents to put a plan of support in place. The school may liaise, in collaboration with parents, with external services or professionals such as the pupil's GP and Local Authority Early Help Services as additional support may be needed.
Attendance below 90%	<u>Persistent Absence</u> Serious Cause for Concern: Email home from Deputy Head. Potential meeting with the Deputy Head, Form tutor and parents. Support plan put in place/reviewed. The school may liaise, in collaboration with parents, with external services or professionals such as the pupil's GP and Local Authority Early Help Services as additional support may be needed.
Attendance below 85%	Email/phone call home from Deputy Head. Meeting with Deputy Head, Headmaster and parents. Support plan reviewed. Referral to Local Authority for advice and intervention, where appropriate.
Attendance below 75%	On-going intervention in conjunction with Local authority and external agencies.

It is recognised that a single bout of illness can result in the percentage attendance dropping below Expected. In such cases, the school will use its discretion in deciding the most appropriate supportive measures.

(a) Continuing Absence

Should a pupil be absent for more than a day without parents contacting the school, this will be treated as a matter of concern with potential safeguarding issues and appropriate action will be taken.

(b) Ten days' absence

The school recognises that “all schools must agree with the relevant Local Authority, the regular interval that the school will inform the local authority of any Pupil who fails to attend school regularly or has been absent without the school’s permission for a continuous period of 10 days or more” (DfE guidance, August 2024). We will notify the Local Authority in such cases.

**(c) Frequent Absence**

The Form Tutor is a key part of supporting pupils with their attendance and punctuality. It is the responsibility of the relevant Form Tutor to be aware of and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absence, the Form tutor will speak with the pupil and protocols will be followed. The school may liaise, in collaboration with parents, with external services or professionals such as the pupil’s GP and Local Authority Early Help Services. The school has a duty of care to all of its pupils and absence from school may be an indicator that pupils are in need of additional support. The potential for an underlying issue should always be addressed including bullying, work concerns, friendship issues etc.

**(d) Persistent Absence**

Research shows that gaps in attendance affect attainment, specifically when attendance falls below 95%. All pupils whose attendance level is 90% or below may be subject to a support plan to help the pupil return to full attendance.

If the issue of poor attendance persists, the school may refer to the Local Education Authority for advice. Pupils will be helped to positively reintegrate into school involving the help of outside agencies where appropriate. Any negative issues which may affect attendance, such as bullying must be addressed, and a plan of support put in place.

**Absence from sporting lessons**

Physical Education (PE) is a compulsory subject under the National Curriculum at all key stages. Regular participation in physical activity is associated with important short- and long-term health benefits for children in physical, cognitive, emotional, and social domains. At Lockers Park there is a huge range of sports available to all pupils.

Whilst we are aware that a bout of illness or an injury can result in a period of rest from PE, repeated requests for your child to not participate in PE will cause the Form Tutor to investigate possible supports for the child to ensure they are accessing the curriculum in so much as possible.

The school has a duty of care to all of its pupils, and not participating in sport may be an indicator that pupils are in need of additional support. The Form tutor will speak with the pupil and protocols will be followed. The school may liaise with parents, and a letter from the pupils’ GP or hospital consultant may be requested where necessary.