

## Linwood School

### Attendance Policy

Linwood School, including Springwood Campus, Summerwood Campus, Littlewood Campus and CHI

Written by S.Bridle in conjunction with ESW 2004, 2005, 2007, 2010, 2013

Reviewed by S. Bridle & S. Monzon in conjunction with ESW 2016, S.Bridle & A.Maher 2019

#### **Attendance Policy Statement:**

Linwood School is fully supportive of the Government's commitment to raising achievement for all pupils attending school. A crucial factor in raising achievement is good attendance and punctuality.

#### **Reporting Absence**

Parents/ carers should notify the campus their child attends on the first day of absence before the start of the school day, providing a reason for the absence and anticipated return date.

#### **Registration:**

**Teachers** are required to call and complete the electronic register twice a day - at the start of the morning session and once in the afternoon dependent on the timetable being followed by the pupil/student. Teachers must ensure that registers are kept up to date and the correct codes are being used.

#### **Lateness:**

Linwood School and Campuses registers close 20 minutes after the start of the school morning and afternoon sessions.

A pupil is considered late if they arrive more than 20 minutes after their start time.

If a pupil arrives late after the 20-minute period with an acceptable reason they can be marked 'L' (authorised) in the register. 'L' (authorised) can also be used if the transport is delayed over the 20-minute period.

If a pupil arrives late after the 20-minute they are marked 'U' (unauthorised) in the register.

If a pupil arrives late after the 20-minute period, having missed registration, the teacher should phone through to the office so that a note can be put on the register.

If a pupil who travels independently arrives late on a continuous basis then Linwood School will contact the parents/carers advising them of the situation and informing them that unless there is an improvement it could result in a referral to the Education Social Work Service.

Further lateness will be referred to the responsible ESW.

#### **Absenteeism:**

When applying for a place at Linwood School, parents/carers should be advised that they have the legal responsibility for their child to attend school and if their attendance falls below 90% without a justifiable reason it could warrant a referral to the Education Welfare Service.

If the parents/carers fail to notify the school on the first day of absence, the school staff will attempt to contact the parents/carers.

The school has half-termly meetings with a senior staff member and the school's EWS to review attendance figures. If attendance drops below 90% for an unacceptable reason, the school will send a letter to the parents informing them their child's attendance is decreasing. If the child's attendance does not improve then the school will send another letter to the parents to inform them that a referral will be made to the school doctor and the ESW.

### **Unauthorised Leave in Term Time:**

Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods. Requests for leave due to exceptional circumstances preventing the period of leave being taken during school holidays must be made in writing to the Executive Headteacher

Fines of £120 per parent/carer (reduced to £60 if paid within 21 days) may be issued where unauthorised leave has been taken during term time. If you don't pay the fine after 28 days you may be prosecuted for your child's absence from school.

### **Unauthorised Absence:**

If a pupil is absent without permission from the school which includes all unexplained or unjustified absences, then this is marked as an unauthorised absence.

### **Referral procedure:**

A referral is made to Education Social Work Service with the agreement of the Executive Headteacher.

A referral form is completed.

The referral form should be accompanied with the pupil's Attendance Summary.

One copy is sent to the responsible ESW.

Another copy is kept in the School's Attendance File.

### **ESW involvement:**

Education Social Workers will attempt to work with children whose absences have reached an unacceptable level and where school based strategies have failed to bring about an improvement.

Time will be allowed for the Education Social Worker to assess the situation and undertake case action.

There is good communication about progress between the responsible ESW and Linwood.

If attendance drops to an unacceptable level then a letter may be sent to the parents/carers from Education Social Worker saying Court action is being considered.

### **Penalty Notices:**

Penalty notices for unauthorised / unacceptable absences can be issued in accordance with the code of conduct.

### **Child Employment Guidelines:**

See 'Employment of Children' sheet which is located in the Local Safeguarding Board website.

To be reviewed: Every three years or earlier if deemed necessary due to changes in government guidelines.