

# THE LIVITY SCHOOL ATTENDANCE POLICY

## STATEMENT

**Children only get one chance at school, and a child's chances of a successful future may be affected by not attending school regularly.**

We follow and accept the Attendance Policy written by Lambeth Authority. The Livity School is committed to working with Parents/Carers, Lambeth Education, Social Care and other relevant agencies to ensure the school's expectations of pupils attending and arriving on time are achieved. The school has a legal obligation to teach pupils for a prescribed number of hours each day and seeks to ensure that all its pupils receive a full-time education, which maximises opportunities for each pupil to realise their true potential. Regular attendance at school will ensure that each pupil receives his/her entitlement to a broad, balanced and relevant curriculum. Parents are asked to give their child the best chance of a successful life and make sure that their children miss as little school as possible.

The following procedures and expectations forms this policy:

### **PUPILS – that they:**

- Will be expected to attend school regularly.
- Will be expected to arrive on time either by Local Authority transport or with Parents/Carers.

### **PARENTS/CARERS – that they:**

- Sign the "Home-School Agreement" which states that their child attends school on a regular basis.
- Ensure that their child attends school regularly and on time each day.
- Contact the school if their child is unable to attend for a valid reason before 10:00am on the first day of absence. This will include illness or medical appointments so that absence can be considered for authorisation.
- Support the school in its aim to raise the achievement of their child through full attendance at school.

### **SCHOOL – that they:**

- Keep efficient and accurate registration of pupils.
- Have in place clear communication routes to discuss any difficulties which may be preventing a pupil attending school.
- Make immediate contact with Parents/Carers if a child fails to attend without a satisfactory explanation before 10:00am on the first day of absence.
- Record pupils' attendance and punctuality.
- Will investigate the pupil's circumstances in an effort to identify any school based difficulties that may be affecting the child's attendance (e.g. bullying, medical)

- Provide regular reports on the school's attendance statistics to Governors and the L.A.
- Report pupils' attendance at the Annual Education Review to both parents and the L.A.
- Encourage Parents/Carers to support the school's Attendance Policy.
- Acknowledge and reward high levels of attendance at the End of Year Assembly.
- Will monitor absence and inform the Education Welfare Service.

## **REGISTRATION PROCEDURES**

Registration at Livity School is recorded electronically. The school's registers will close half an hour after the opening time. Any child therefore arriving after 9:30am will be considered late.

Registers are taken AM and PM daily.

Absence from school is recorded as either "Authorised" or "Unauthorised"

By law only the school can authorise an absence. A written note or telephone explanation by a parent /carer does not, in itself, oblige the school to authorise the absence if the school does not accept the explanation offered as a valid reason for absence. The decision lies only with the Headteacher or Deputy Headteacher. All reasons for absence are recorded in the register and notes filed in an agreed place. There is consistency throughout the school in what is authorised.

Unauthorised absence is recorded where there is no or unacceptable explanation of a child's non attendance at school. High levels of unauthorised absence can result in a referral to the Education Welfare Service.

## **LATENESS**

The school actively discourages lateness and requests that parents/carers telephone the school office to inform them of their expected time of arrival if their child is late. Lateness after 9:30am will be recorded as an Unauthorised Absence.

## **DAYS OF RELIGIOUS OBSERVANCE**

Parents/Carers must contact the school office if any days of religious observance fall during term time which could result in a child being absent from school.

## **FAMILY HOLIDAYS AND EXTENDED TRIPS OVERSEAS**

Parents/Carers are requested to organise any family holidays within the school's holiday dates. Holidays in term time are not authorised unless there are exceptional circumstances, where written permission from the head teacher must be obtained.

## **WORKING TOGETHER**

By following this policy both the school and Parents/Carers can positively promote good attendance, raise achievement and promote well being of every child at The Livity School.