

# **LANSDOWNE TURNEY FEDERATION**

## **ATTENDANCE POLICY**

Lansdowne School



**Adopted: December 2025**

**Review Date: December 2026**

# ATTENDANCE POLICY

**Lansdowne School** is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child/**young person** to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all **pupils**. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education

Each year the school will set attendance/absence targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

## **Promoting attendance**

The foundation for good attendance is a strong partnership between the school, parents and **pupils**.

The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

We will ensure that our pupils are made aware of the importance of good attendance and how this will benefit them.

## **Leave of absence in term time**

Leave of absence during term time will be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; the executive headteacher will determine the number of school days a child can be away from school if the leave is granted. Parents must apply in writing in advance, stating the circumstance for the request leave. If leave is granted, evidence such as flight tickets which state the departure and return date should also be provided.

## **School Procedures**

Any pupil who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised.

The coding for any absences will be in accordance with the guidance provided by the Department of Education (please see below).

## **Registers**

Registers are completed electronically at the start of the school day (a.m. session) and immediately following the afternoon learning sessions (12:50pm for KS3 and 1.50pm for KS4 & 5. – p.m. session)

The form teacher is responsible for completing the register for the a.m. session. If the form tutor is unavailable the Head of School will explain the system of electronically recording pupil attendance to the covering adult and ensure the register has been completed.

It is the responsibility of the teacher teaching pupils in Period 4 (KS3) and Period 5 (KS4&5) to complete the register as soon as pupils start the first p.m. learning session. The same arrangements will be made for cover teachers as in the a.m. session.

## **Lateness**

Morning registration will take place at the start of school at 9:05 a.m. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at 12:50 p.m. for KS3 and 1.50 p.m. for KS 4&5.

Pupils arriving after the start of school but before the end of the registration period will be coded as late before registers close.

## **First Day Absence**

There is an expectation that parents and carers will inform the school of any pupil absence, the reason for the absence and when the pupil is expected back to school. If the school has not heard from parents and carers that a pupil is going to be absent and the reason why, a phone call will be made to parents and carers to establish the reason for non-attendance. This procedure will continue to the second day.

## **Third Day Absence**

If pupil absence continues to a third day, with no contact with parents and carers, the school will send a letter asking parents and carers to contact the school.

## **Continuing Absence**

If there is a continuing absence a further letter will be sent to parents and carers telling them to contact the school to meet with the Head of School regarding the pupil's absence.

## **Ten Day's Absence**

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Educational Welfare Officer for the local area. [This is a legal requirement]. The school will include details of the action that they have taken. Please see referral form below.

## **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

### **Medical Evidence**

Where a Pupils attendance is below 92%, medical evidence is required to support absences. Medical evidence can be a medical certificate, a note from GP, a photocopy of a prescription or a copy of the label of any prescription medicine.

### **Frequent Absence**

Excellent Attendance	98% - 100
Average Attendance	95 - 97%
Satisfactory Attendance	90 - 94%
Unsatisfactory Attendance	90% and below (referral to LA for FPN or Court Escalation can be made if there is high amounts of unauthorized absences)

Within the school it is the responsibility of the Head of School to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem as soon as possible.

The Head of School will:

- Contact parents and carers to establish the reason for persistent absence.
- Invite parents and carers into school to discuss the reasons for the persistent absence and discuss how to support parents and carers going forward to improve pupil attendance.
- Set up meetings with the Local Authority Education Welfare Officer (EWO) and/or invite parents and carers to a school attendance panel.
- Agree a parental contract between the home and the school to improve pupil attendance.

### **Persistent Absence [PA]**

All pupils whose attendance level falls below 90% will be subject to an action plan to support their return to full attendance. These action plans will be set up by the Head of School.

The action plan will include engagement with all parties who can support the pupil's attendance.

The Action Plan will include:

- The reasons for persistent absence.
- A plan to understand and reduce the level of absence because of those reasons cited.
- Monitoring attendance through meetings with the Education Welfare Office and attendance panels.

### **Fast Track**

Pupils will be Fast Tracked to the local authority to consider legal escalation in cases whereby;

- Attendance is below 85% with the majority of absences unauthorized,
- Where a pupil has unsatisfactory attendance and the school deem there is poor engagement from parent/ carer

- Where a pupil has been referred to the local authority on 2 occasions for missing 10 consecutive days of schools
- Pupil has been identified as being a “persistent absence” pupil in the previous academic year

Before initiation the Fast track process, schools should issue the Court Warning letter along with a cover letter listing what intervention has been or is taking place (parental contract, SAP meetings, referral to supporting agencies, breakfast club, mentor support) along with an attendance print out of the current and previous academic year.

## **A Welcome Back**

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring that the pupil and parents/carers are helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

## **Attendance Awards**

The school will use the following system to reward pupils who have good or improving attendance.

- Attendance awards will be awarded to pupils who have achieved 100%. Letters will be sent to parents and carers informing them of the award. The award will be given out in assembly.
- Awards will also be given to those pupils whose attendance has and continues to improve.

*(Any reward system must be meaningful to the children. The timing of rewards needs to be taken into account to ensure that the children can make the link between their attendance and any rewards)*

## **Categorisation of Absence**

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

DFE guidelines state that the following activities would be classified as **unauthorised**:

- minding the house;
- awaiting repair people;
- shopping;
- A birthday or family celebration.

### **2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

If a pupil is receiving education off site or is attending at a school where they are dual registered with, the school will liaise with the other education provider to check on attendance.

### **The registration system**

The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorized absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorized absence
<b>O</b>	Unauthorized absence (not covered by any other code/description)	Unauthorized absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorized absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances

<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

### **Record preservation**

We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years.

Computer registers will be printed out at least once a month and preserved as electronic back-ups will be available for each month.

### **Register Security**

Registers or attendance marking sheets if used must be safely stored

### **Attendance Targets**

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work. The school will make use of the attendance data available on the "RAISEONLINE" system, when setting its target. Targets will relate to national averages.

Our schools' targets are: **93%**

Absence rate: **90 % or below**

2025-2026: **92%**

2026-2027: **tbc**

Our PA targets will be: **5% or below**

Any pupil with attendance below 85% over the school year is known as a persistent absentee, whatever the reason for the absences.

The Safeguarding Governor will have an overview of attendance.

### **Action Plan**

The school will produce an action plan to show how the school will set about achieving its attendance targets.

Any pupil with attendance below 85% over the school year is known as a persistent absentee, whatever the reason for the absences.

## **Appendices**

### **1 The Law**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

- [a] To his age, ability and aptitude and
  - [b] To any special needs he may have.
- either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day-to-day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

#### **Register and Admission Roll keeping.**

The legal requirements are found in:  
The Education [Pupil Registration] (England) Regulations 2006

#### **Attendance Targets**

The legal requirements are found in:  
The Education (School Attendance Targets) (England) Regulations 2007

#### **Guidance documents on attendance.**

The following DfE documents are used to guide attendance recording.

Absence and Attendance codes (Guidance for Schools and Local Authorities)

Keeping Pupil Registers (Guidance on applying the Education Pupil Registration Regulations)

These and other guidance documents are available on the DfE website.



**EDUCATION WELFARE SERVICE REFERRAL FORM**

Please attach attendance printouts and punctuality records. This referral will be actioned in 7 working days and fed back to you within working days 10

School:	Referrers Name:	Referrers Signature:
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EWO's Name: Patrick Ackason	Date of Referral:	Date Received by EWO:
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**Pupil Details:**

Name of Pupil:	DOB:	Y r Group :	G ender: Female
Name of Pupil:	DOB:	Y r Group :	G ender: M/F
Name of Pupil:	DOB:	Y r Group :	G ender: M/F

**Parents/Carers Detail:**

Mothers Full Name:	PR:	Fathers Full Name:	PR:
Other ( State Relationship ):None			
Full Postal Address (inc postcode):			
Contact Telephone Numbers: ( Home )		( Mobile )	
Family's First Language:		Interpreter required: Y/N	

Has a risk assessment been carried out on the family		Are any family members known to be verbally or physical abusive	
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Dose the pupil have a Medical condition:		If yes please briefly state medical condition:		Does the pupil have a Careplan	
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Does the pupil have Special Educational Needs:		If yes please state stage of code of practice:	Additional Needs/ Education health care plan
Is the pupil (s) Known to Social Care:		If yes please give brief details:	

Reason for referral:	Action taken by school

**Education Welfare Officer USE**

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<b>Reviewed by the Governing Board</b>	December 2025
<b>Next review by the Governing Board</b>	December 2026

- Chair of Governors:

- Signed:

Date: