



THE
1590
TRUST

The 1590 Trust Attendance Policy

Date: June 2023

Policy Review Cycle: Annually

Review Assigned to: Levensdale Local Governing Body

Introduction

It is the legal responsibility of parents/carers to make sure their child receives an education by attendance at a school or otherwise. They must ensure their child attends school regularly, i.e. every day that the school is open, except in a small number of circumstances. This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

Expectations

Schools will record and monitor attendance data to establish trends, and consider where support may be required. Schools will make early contact with parents/carers when a pupil fails to attend school, unless a good reason has already been provided. School will promote good attendance and act on any identified problems where appropriate.

School promotes good attendance in a variety of ways, including but not limited to:

- Use of support plans where attendance is a concern;
- Discussing strategies for improvement /ways school can provide support where appropriate;
- Commending pupils with good or improving attendance;
- Issuing appropriate sanctions for students who are repeatedly late for the start of school or lessons.

We expect parents/carers to ensure that:

- Their child attends school on time every day;
- Holidays are not taken during term time. Term time absences are taken only in exceptional circumstances with advance permission from the school;
- School are informed by telephone on the first day of any absence due to illness;
- Written communication explaining the reasons for any absence is provided, where appropriate. There may be occasions when, for the absence to be authorised, medical evidence is required;
- They inform the school of any problems the pupil is experiencing that might make it difficult for them to attend school.

We expect that pupils:

- Will attend school every day;
- Will arrive on time. If late, students will follow the school procedure for lateness;
- Will remain on the school site unless given staff permission to leave, when they must sign out at the school office.

Roles and responsibilities

Start of the day arrangements:

Nursery AM 8.30am – 11.30am

Nursery PM 12.15pm – 3.15pm

Reception	8.45am – 3.00pm
Key Stage 1	8.45am – 3.05pm
Key Stage 2	8.45am – 3.15pm
Registration	8.55am

The school day starts at 8.55am for Key Stage 1 and Key Stage 2. Children come into their class via their designated entrance and into their classroom door between 8.45am and 8.55am. Children who arrive late, after 8.55am should come into school via the main entrance.

End of the day arrangements:

PM Nursery	3.00-3.15pm
Reception	3.00pm
Key Stage 1	3.05pm
Key Stage 2	3.15pm

Mrs Hepple is responsible for the strategic approach to attendance and can be contacted on 01642 371647 or 07837729122.

Reporting absence

Parents/carers should contact Mrs Hepple on a day to day basis.

For more detailed support on attendance matters, parents/carers should contact Mrs Hepple.

Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

Strategies used to reduce persistent and severe absence may include:

1. Review of attendance data to monitor patterns and trends of persistent and severe absence;
2. Meetings to discuss attendance and engagement;
3. Access to wider support services/support in conjunction with the Local Authority, in an attempt to remove barriers to attendance where appropriate.

Term time absence

School will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for. The Headteacher may require evidence to support any request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence.

The leave of absence request form can be accessed here: [Request for Term Time Absence Form](#)

Legal sanctions

The Local Authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

Fixed Penalty Notices for absence and other sanctions will be sought if support is not appropriate (e.g. for an unauthorised holiday in term time), not successful, or not engaged with.

Penalty notices can be issued by a head of school, local authority officer or the police.

If issued with a fine or penalty notice, **each parent/carer** must pay:

1. £60 within 21 days or
2. £120 within 28 days.

Fixed penalty notices apply to those with parental responsibility. Fines are per child, e.g. two parents/carers with two students out of school could each face an initial fine of £120.00.

If the payment has not been made to the Local Authority after 28 days, they can decide whether to prosecute or withdraw the notice.

Implementation of this policy includes consideration of school's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.