

Littleover Community School



and Sixth Form Centre

Attendance Policy

Year 7 - 11

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Link Governor	D Harpuarachchi

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By:	Governing Body	Signed:	

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ATTENDANCE POLICY

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RESPONSIBILITIES

The senior leader responsible for the strategic approach to attendance in the school is

Title: Deputy Headteacher – Attendance
Name: Mr A Goodhead
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Tel: 01332 513219

RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body has strategic oversight of attendance and recognises that regular attendance is essential to students' educational achievement, wellbeing and safeguarding.

The Governing Body will:

- promote the importance of good attendance through the school's ethos, policies and strategic priorities;
- ensure that the school complies with its statutory responsibilities relating to attendance and maintains admission and attendance registers in accordance with statutory requirements;
- regularly review attendance information, including overall attendance, persistent absence and severe absence, and provide appropriate support and challenge to school leaders;
- consider attendance patterns and trends for different groups of students, including disadvantaged students, students with SEND and other students who may face additional barriers to attendance;
- ensure that school leaders identify students and groups requiring additional support and that appropriate strategies and interventions are implemented;
- monitor the effectiveness and impact of the school's approach to improving attendance;
- ensure that staff receive appropriate training and understand their responsibilities in relation to attendance;
- seek assurance that the school is fulfilling its responsibilities in relation to children missing education and that absence is considered appropriately within the school's safeguarding arrangements;
- ensure that the school works effectively with parents and carers, the Local Authority and other agencies to identify and address barriers to attendance; and
- review and approve the school's Attendance Policy and ensure that it remains consistent with current statutory guidance and legislation.

CONTACTING THE SCHOOL ABOUT ATTENDANCE – DAY TO DAY

For any straightforward questions relating to attendance and for the reporting of the first day of absences Parents/Carers (not students) should contact Student Services by phone on:

Tel: 01332 513219 (choose the absence option) or by emailing attendance@littleover.derby.sch.uk

For planned medical appointments – please see the section below for the relevant steps needed.

For unplanned medical appointment during the school day Parents/Carers should call Student Services by phone on the above number and choose the absence option or call the main school office and ask to speak to the Student Services staff.

DETAILED SUPPORT FOR ATTENDANCE

For leave of absence requests: These should be put in writing via email to the Headteacher with supporting evidence for the 'exceptional nature' of the request. Please see the specific section below for more information.

To discuss the attendance of a student in more detail Parents/Carers should contact the relevant Head of Year via phone/email.

Email: admin@littleover.derby.sch.uk and mark 'for the attention of Head of Year XX'

INTRODUCTION

(This policy is written for students in years 7-11. For Sixth Form Attendance information please visit <https://www.littleover.derby.sch.uk/information/policies-compliance/policies>)

At Littleover Community School we know that regular attendance is about more than academic success. Attending school consistently helps students develop positive relationships, feel part of the school community, access wider opportunities and develop a strong sense of belonging. We know that students who attend regularly are more likely to feel safe, supported and able to achieve their full potential.

Particular attention is given to students who are vulnerable to poor attendance, including those with SEND, children in need, children looked after, young carers, disadvantaged students and those experiencing social, emotional or mental health difficulties. Attendance information is regularly reviewed to ensure that appropriate support is provided at the earliest opportunity.

Young people who do not attend school regularly: -

- Do not achieve their best possible academic outcomes
- Do not engage with the full range of educational opportunities available to them
- Compromise their future educational and employment opportunities
- Find it difficult to maintain friendships and can suffer from increased anxiety and/or stress
- Underperform in examinations and assessments

As an example, an attendance level of 90% may appear acceptable, however this would indicate a student being absent for one day every two weeks. This equates to over 4 weeks of missed lesson time over the course of a school year.

80% attendance equates to one day off every week. This is the equivalent of over a half term of missed lesson time.

ATTENDANCE AT LITTLEOVER COMMUNITY SCHOOL

At Littleover Community School, attendance is everyone's responsibility. We work in partnership with students, parents/carers, staff and external agencies to promote excellent attendance through high expectations, positive relationships and early support. Our approach is built upon understanding individual circumstances whilst maintaining the expectation that every student should attend school every day, unless there is a lawful reason for absence.

REMOVING BARRIERS TO ATTENDANCE

We recognise that some students face barriers which make regular attendance more challenging. Wherever possible, the school will work proactively with students, parents/carers and external agencies to identify these barriers early and provide appropriate support. This may include pastoral support, SEND strategies, wellbeing interventions, safeguarding support, alternative provision, reasonable adjustments or Early Help services where appropriate.

THE PARTNERSHIP BETWEEN PARENTS/CARERS AND SCHOOL

It is a parent/ carers legal responsibility to ensure that their child attends school every day unless their reason for absence is valid. Parental responsibility also extends to making sure their child(ren) arrive(s) at school on time, properly attired and in a position to learn.

School should be informed of the reason for a student's absence as soon as possible.

- The school Student Services Office operate a first day absence call policy.
- Parents/carers should contact school if their child will be absent, on the first morning of any absence, by 8:30am.
- If a call is not received, Student Services will attempt to contact all parents/carers of students absent on each day by phone call, text message or email.

It is essential for school to know the reason for every absence

- It is a requirement to distinguish in the register between absences which are allowed by law (authorised), and those which are not (unauthorised). The school cannot legally authorise absence if the reason given does not comply with the law.

Parents/carers of students whose attendance gives cause for concern

- Will receive an initial letter outlining the school's concerns and inviting them to work in partnership with us to improve attendance over an agreed period.
- Where attendance does not improve, further contact and attendance meetings may be arranged to identify and address any barriers to regular attendance.
- In some circumstances, where attendance remains a significant concern despite support, the school may request reasonable medical evidence in order to authorise future absences. This decision will be made on a case-by-case basis, taking account of individual circumstances and will normally follow discussion with parents/carers.
- Where attendance continues to be a concern and there is insufficient improvement, the school may refer the case to the Inclusion and School Attendance Officer at Derby City Council for further support and, where appropriate, consideration of formal intervention.

If school cannot account for a student's whereabouts, this may lead to a referral to the Education Welfare Service or Children's Social Care, if it is believed the student is at risk of being missing.

NATIONAL FRAMEWORK FOR PENALTY NOTICES

Where a student's attendance falls below a certain threshold consideration will be given to the issuing of a penalty notice (fine) in line with the National Framework.

The threshold for consideration for this is set nationally at:

10 sessions of unauthorised absence in a rolling period of 10 school weeks. (E.g. 6 holiday sessions plus 4 times arriving after 9am in a 10 week period). The sessions do not have to be consecutive.

(Note 1 school day = 2 sessions, morning and afternoon)

When this threshold is met the school will consider whether further support is appropriate without a fine or whether a parent should be referred to the local authority for the issuing of a fine (e.g. unauthorised holiday in term time).

Where support is not having an impact or not engaged with parents will be issued with a 'Notice To Improve' (See Appendix 2). This will outline specific timelines and targets for improvement in attendance. Where this is not met consideration for referral for a fine will be made.

Only two fines can be issued to the same parent in respect of the same child within a three year rolling period. A third penalty notice cannot be issued and, in such cases, alternative action will be taken which can include prosecution.

LEAVE OF ABSENCE REQUESTS

Regular attendance at school is important to ensure that students receive their full educational entitlement. Parents and carers should therefore avoid arranging holidays or other avoidable absences during term time. Schools may only grant leave of absence during term time in the circumstances permitted by the School Attendance (Pupil Registration) (England) Regulations 2024. For general requests for leave, this means that leave may only be granted where the school considers there to be exceptional circumstances.

- Littleover Community School will not normally authorise holidays during term time. Where a parent/carer believes that exceptional circumstances justify a leave of absence, a request should be made in writing to the Headteacher in advance of the proposed absence. Each request will be considered individually and on its own merits.
- The school may request appropriate supporting information or evidence where this is necessary to help it consider the circumstances of the request. Any evidence provided will be considered alongside the information supplied by the parent/carer.
- Where the school does not consider the circumstances to be exceptional, the request for leave will not be authorised. If a student is subsequently absent without permission, the absence will be recorded as unauthorised and the school will consider whether a referral to Derby City Council is appropriate.
- Under the national framework for penalty notices, the usual threshold is 10 sessions (five school days) of unauthorised absence within a rolling period of 10 school weeks. This may consist of different types of unauthorised absence. The Local Authority also retains discretion to issue a penalty notice before this threshold is reached in appropriate circumstances.

Extended Unauthorised Absence

Parents/carers should be aware that extended periods of unauthorised absence are treated particularly seriously.

Where a student has been continuously absent from school for 20 school days or more, the school will follow the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 and the Department for Education's statutory Children Missing Education guidance.

In these circumstances, the school will work with Derby City Council to make reasonable enquiries to establish the student's location and circumstances and to seek to secure their return to education. Where all of the statutory conditions for deletion from the admission register are subsequently met, the student's name may be removed from the school roll.

Parents/carers should therefore be aware that an extended unauthorised absence may ultimately result in their child losing their place at Littleover Community School, whilst removal from the school roll is not automatic after 20 school days, it may take place where the statutory requirements have been satisfied.

Derby City Council also advises that extended absences associated with holidays or trips away of 20 or more school days are likely to result in prosecution action rather than the issue of a Penalty Notice.

RELIGIOUS OBSERVANCE

Absence on a day exclusively set apart for religious observance by the religious body to which a parent belongs will be authorised and recorded using Code R. Parents/carers are asked to notify the school in advance wherever possible.

Where there is uncertainty about whether a particular day has been exclusively set apart for religious observance, the school may seek confirmation from the relevant religious body.

Where a religious body has set apart a single day for a particular religious observance, only that day will be authorised as religious observance. Any additional days requested in connection with the festival or celebration will not qualify as religious observance and would need to be requested separately as leave of absence. Such requests will only be authorised where the school considers there to be exceptional circumstances.

DAILY REGISTRATION

An attendance register must be called at the beginning of each morning and afternoon session, using the on-line Go4Schools system. Students are marked Present, Absent or Late.

Registers are legal documents and may be used in a Court of Law. They must be kept accurately. Procedures for taking the register are as follows:

- i) Registers are called at the beginning of the registration period, i.e. immediately after the second bell at 8.40am
- ii) Prior to taking the register, students must be seated on chairs and in silence.
- iii) Students should not be wearing coats, eating or engaged in any other distracting activity.
- iv) Absence notes or Request For Absence Consent Forms should be signed and dated by the teacher taking the register. Students should then take any notes/forms to Student Services before signing out.

The attendance register will be used to generate attendance statistics on a weekly basis to provide information about individual tutor groups, year groups and for whole school figures.

Tutors may be asked to support Student Services staff to follow-up any unexplained absence from the previous week.

STUDENT PUNCTUALITY

Arriving at school on time is an important part of good attendance. Punctuality supports positive routines, ensures students do not miss valuable learning time and minimises disruption to lessons for themselves and others.

School begins at 8.40am each morning, when the morning attendance register is taken by the Form Tutor. The afternoon attendance register is taken during Period 5, beginning at 2.00pm.

Students who arrive after the register has begun to be taken, but before it has closed, will be recorded as late (Code L). The morning register closes at 9.00am and the afternoon register closes at 2.30pm. Lateness will be recorded on Go4Schools and the school may apply appropriate sanctions where students are repeatedly late without a valid reason.

Students who arrive after the relevant register has closed will normally be recorded as late after the register has closed (Code U), unless another attendance code is appropriate for the circumstances. Code U is recorded as an unauthorised absence for that session.

Students arriving after 9.00am will therefore normally receive a U code for the morning session, and students arriving to school after 2.30pm will normally receive a U code for the afternoon session.

The school will follow up repeated or persistent lateness. Where a student regularly arrives after the register has closed and receives Code U, appropriate attendance support and intervention will be considered, including referral to the school's Inclusion and School Attendance Officer where appropriate.

LESSON REGISTRATION

Class teachers take a register of students at the start of each lesson, using the Go4Schools on-line system. Students are recorded as being Present, Absent or Late.

All class teachers have responsibility to ensure that their class registers are taken accurately. Class teachers should monitor the attendance of their classes closely and alert the relevant Head of Year if they notice a pattern of absence with a particular student or group of students.

If covering a lesson for a colleague, staff should use the electronic register where possible. Alternatively, cover staff are provided with paper copies of class registers which are returned to Student Services.

In the event of the Go4Schools registration system being unavailable, contingency paper registers are taken and returned immediately to the Student Services Office.

Student Services operate a 'watch-list' of students who may be at risk of internal truancy, or where there are specific safeguarding concerns requiring closer monitoring of attendance.

PE LESSONS

PE staff register classes on G4S. Where this is not possible, a paper register is taken and sent to Student Services. Where a student who is a known truancy risk is absent, a message should be sent to Reception immediately and a member of the Senior Leadership Team (SLT) informed.

STUDENTS SIGNING IN AND OUT DURING THE SCHOOL DAY

Students who need to leave for an appointment during the school day must follow the procedure below:

- An Absence Request Form (Appendix 3) is available from the Student Services Office or school website. This should be completed by the parent/carer and brought into school in advance or on the day of the appointment. The form should then be shown to and signed by the Form Tutor. This signature provides the student with permission to leave their lesson at the correct time and allows Student Services staff to ensure a safe handover to parent/carer.

- The student should leave their lesson at the required time and go to the Student Services Office to sign out.
- For safeguarding reasons, students signing out for appointments during the school day must be collected from school by a parent/carer or an appropriate family member, if indicated in advance by the parent/carer. Students will not be allowed to leave the site unattended without prior agreement.
- If the student returns to school after the appointment then they should sign back in at the Student Services Office. Under normal circumstances, students should return to school after their appointment and should not require a full morning or afternoon session absence. If this is not possible, the parent/carer should inform Student Services of any exceptional circumstances.

If there is an appointment card or letter relating to the appointment, Student Services staff or the relevant Head of Year may ask to see this, particularly in the case of regular appointments being made. If a form is not available then the parent/carer must send in a letter/note.

If the appointment necessitates that the student will not be in school at morning registration, then the form must be filled in by the parent/carer, signed by the child's form tutor and then shown to Student Services the day before the appointment. This will then negate the need for a telephone call to confirm the child's whereabouts.

There will be, on occasion, times where a child may need to leave school for an emergency appointment. In this instance, staff will inform the student concerned if a parent/carer informs school of such an appointment. The student concerned must still sign out and/or in at Student Services. School Staff will do their best to pass messages on to students where emergency appointments are made, but this cannot be guaranteed.

STAFF MEETING WITH STUDENTS DURING LESSON TIME

Any member of staff requesting to meet with a student during lesson time must provide the student with a written appointment slip/card to show to their class teacher or collect them personally. A class teacher should not allow the student to leave their lesson unless a written request is provided.

The member of staff requesting to see the student is responsible for ensuring the student's attendance to the meeting and should attempt to locate the student if they do not arrive at their allocated time. If the student has left their lesson but not arrived for their meeting, the member of staff concerned must report the student as missing by contacting Reception.

If a student is meeting with a member of staff and is not in their lesson, it is the responsibility of the member of staff concerned to register the student using the Go4Schools system.

Arrangements for students attending Music lessons during the school day is included in Appendix 1.

STUDENTS ABSENT FROM REGISTRATION

Students who are absent from school at morning registration due to a medical appointment, should sign in at Student Services on their return.

If the student returns before lunchtime at 1.20pm, a note is made of the time of their return on the electronic register. Students are then given a medical mark 'M' for that morning's session.

If they return after lunchtime, they are awarded a medical mark 'M' for the morning session and a present mark for the afternoon.

If a student signs out before afternoon registration (period 5) for an afternoon appointment, they are given a medical mark 'M' for the afternoon session.

ACTIVITIES BEFORE OR AFTER THE SCHOOL DAY

Members of staff responsible for activities before or after the school day should ensure that accurate registers of students attending these activities are taken. If the member of staff concerned believes a child to be missing, this must be reported immediately to the Head of Year, the Designated Safeguarding Lead (DSL) or another member of the SLT.

DETENTIONS

After School Detentions are set by Heads of Year using Go4Schools and parents are notified via this system at least 24 hours beforehand. Staff running the detention should take a register of student attendance on Go4Schools in the Allocated Detention. Where a student fails to attend an After School Detention, the member of staff concerned should alert the relevant Head of Year. If the student concerned is a known truancy risk, the member of staff concerned must alert a member of SLT who will contact parents/carers immediately.

INCENTIVISING GOOD ATTENDANCE

Littleover Community School celebrates excellent attendance whilst also recognising significant improvement. Students may be acknowledged for excellent attendance, sustained improvement and positive engagement with attendance support. Rewards are used to encourage positive attendance habits and recognise the efforts made by individual students.

Go4Schools shows both parents and students up to date information about attendance to school. This gives all parties clarity over the codes used. The school makes attendance a high priority through consistent systems and high expectations of students. Attendance is raised regularly in form times and assemblies.

The school is committed to regularly reviewing its recognition and rewards system to support excellent attendance.

THE SCHOOL'S STRATEGY FOR USING DATA TO TARGET ATTENDANCE IMPROVEMENT EFFORTS TO THE STUDENTS OR STUDENT COHORTS WHO NEED IT MOST

Attendance data is analysed regularly at whole-school, year group, tutor group and individual student level. The school also monitors attendance patterns across key groups, including disadvantaged students, students with SEND, looked after children and other vulnerable cohorts. This enables support and intervention to be targeted where it is needed most.

The Deputy Head with responsibility for Attendance and the Assistant Head KS3 meet with the Heads of Year every fortnight to review the attendance of students in each year group. Every 2nd meeting also includes the Safeguarding Team, Learning Mentor, Attendance Manager and SENDCo to ensure that all interested parties are able to contribute to ensuring high attendance for all. Individual students are then prioritised for work with key staff to improve their attendance.

Go4Schools and external benchmarking software are used to analyse patterns of absence within wider groups as well as for individuals. This information is discussed at SLT level every half term.

THE SCHOOL'S STRATEGY FOR REDUCING PERSISTENT AND SEVERE ABSENCE.

Stage	Attendance Concern	School Response
Universal	All students	Promote excellent attendance through belonging, recognition and rewards, assemblies, tutor support and parental communication.
Early Support	Emerging concerns	Tutor conversations, parental contact, Head of Year involvement, attendance monitoring, identification of barriers.
Targeted Support	Attendance continues to decline	Attendance meeting, action plan, pastoral support, SEND strategies, Early Help, safeguarding and wellbeing/EBSNA involvement where appropriate.
Intensive Support	Persistent or Severe Absence	Multi-agency working, Inclusion and School Attendance Officer involvement, formal attendance plans, statutory intervention where appropriate.
Legal Intervention	Lack of improvement despite support	Notice to Improve, Penalty Notice consideration, prosecution or other legal action in accordance with national guidance.

- The table above shows how the school will respond to persistent (less than 90%) and severe absences (less than 50%). These are the definitions provided by the Department for Education.
- Where there is a lack of engagement LCS will hold more formal conversations with parents and be clear about the potential need for legal intervention in future.
- Where support is not working and families are not engaged LCS will work with the local authority on legal intervention.
- Where there are safeguarding concerns LCS may intensify support through statutory children's social care.
- We will work with other schools in the local area, such as schools previously attended and the schools of any siblings in order to improve attendance.

ROLE OF PARENTS

- To inform the school promptly of any absences.
- To respond to requests for information about any absences.

ROLE OF THE STUDENT SERVICES OFFICE

The work of the Student Services Office with regards to monitoring attendance is managed by the school's Attendance Officers.

The role of Staff in Student Services is to:

- Contact parents of students who are absent from school on the first morning of absence and subsequently if absence is prolonged, if school have not already been informed
- Code reasons for absence for each student where a contact with parents is made and alert the Deputy Head (Attendance) or Safeguarding Team if there is any suspicion that a student's absence may not be genuine. All records should be added to CPOMS.
- Liaise with Head of Year and Deputy Head (Attendance) with concerns over student attendance.
- Monitor weekly, half-termly and termly attendance statistics for Head of Year and Deputy Head (Attendance)
- Produce information on student attendance for the designated Inclusion and School Attendance Officer, if required.
- Monitor the lesson attendance of students identified as being potential truancy risks and report these students as missing where necessary, through the creation of a student 'Watch List'.
- To log a behaviour event on Go4Schools any child who is late after the register has closed (U-code). This should be logged as "Late to School".

ROLE OF THE FORM TUTOR

The role of the Form Tutor is to

- Take an accurate register at the start of each morning session, using the Go4Schools system. Period 5 teachers are responsible for the pm session and registers should be taken promptly.
- Be aware of any developing patterns of absence and alert the Head of Year to potential issues.

- Ensure all absences are covered by parental explanation and that absence notes are checked.
- Be sensitive to the needs of students returning to school following prolonged absence. The student may need support in settling back into school life and routine.
- Log a behaviour event on Go4Schools for students who are late to registration.
- Countersign Absence Request forms sent by parents for a student needing to leave school during the day, for example for a medical appointment. Evidence of the appointment should be attached. The student should then inform the Student Services Office for the appointment to be recorded.

ROLE OF HEAD OF YEAR / ASSISTANT HEAD OF YEAR

The role of the Head of Year/ Assistant Head of Year is to:

- Ensure that procedures for taking the register are followed and provide support to Tutors where necessary, including coding of student absence where a satisfactory reason has been provided by the parent/carer.
- Monitor the attendance of tutor groups and the year group on a weekly basis and take action where potential issues are identified, including students who are at risk of Persistent Absence (<90%)
- Liaise with the school's designated EBSNA support staff member and agree an action programme with individual students where necessary.
- Encourage good attendance by rewarding students who achieve 100% attendance ½ termly, termly and annually; a student who has 100% across five years of schooling is rewarded in the Summer term of Year 11.
- Contact parents immediately if unauthorised absence is discovered.
- Ensure that work missed by students as a result of unauthorised absence is caught up in the student's own time.
- Keep parents informed of concerns about erratic or poor attendance or punctuality.
- Issue detentions to students where punctuality concerns have contributed to the accrual of negative points on Go4Schools.
- Refer persistent or unresolved problems to the Deputy Head – Behaviour and Attendance
- Monitor student attendance below 90% and take measures described above.
- Monitor specifically those students that are eligible for Student Premium and raise concerns if lateness and/ or absence start to become persistent.

ROLE OF DEPUTY HEAD – ATTENDANCE

The role of the Deputy Head is to

- * Monitor school attendance patterns and set targets for improvement.
- * Support Heads of Year in responding to attendance related problems and mobilise external agencies as appropriate.

- * Liaise daily with the school Attendance Officers over issues related to student attendance and/or absence.
- * Analyse attendance statistics and provide summaries for analysis.
- * Liaise with the school's appointed Inclusion and School Attendance Officer at half-termly meetings and where necessary during each half term.

ROLE OF THE INCLUSION AND SCHOOL ATTENDANCE OFFICER

The role of the Inclusion and School Attendance Officer is:

- To liaise with Littleover Community School, as directed by the Local Authority.
- To receive referrals if a student's attendance falls below 90% or there are episodes of persistent lateness. Littleover Community School will do all it can to liaise with parents in order to avoid legal action being taken regarding poor attendance. In some instances of persistent poor attendance or lack of parental engagement, however, this may prove unavoidable.
- To issue penalty notices to parents of students who are persistently absent and/or late, or where parents take unauthorised holiday during term time.

In liaison with Littleover Community School, the Inclusion and School Attendance Officer will advise when absences are to no longer be authorised unless verification can be provided by a Medical Professional; this can include GP, Dentist etc. Such absences will remain as unauthorised absences unless documentation can be provided by a parent/carer.

Where the school has safeguarding concerns regarding a student's whereabouts or is unable to establish the location of a child, appropriate safeguarding procedures will be followed immediately. This may include referral under Derby City Council's Children Missing Education procedures alongside Children's Social Care and, where appropriate, the Police.

LOOKED AFTER CHILDREN (LAC)

Looked After Children (LAC) are one of the most vulnerable groups in school and it is nationally recognised that there is considerable educational underachievement among this group when compared to their peers. Their attendance in school is, therefore, of paramount importance.

Due to their vulnerability, LAC at Littleover Community School are prioritised when it comes to attendance. Telephone calls for LAC are made as a priority by the Student Services Office, if a LAC is marked absent and no reason for absence has been received from carer or social worker.

WelfareCall, a data collecting company contracted by DCC, contact school every day to monitor weekly LAC attendance. They are informed of each LAC's attendance and punctuality for the day. This information is supplied by the Attendance Manager in the Student Services office.

OUR COMMITMENT

At Littleover Community School we are committed to ensuring that every student attends regularly, feels they belong and is able to succeed. We recognise that good attendance is built through strong relationships, clear expectations and working together with families to overcome barriers wherever possible. Through this partnership, we aim to ensure that every student has the best possible opportunity to Learn, Care and Succeed.

FURTHER INFORMATION

Child Protection and Safeguarding Policy

Health and Safety Policy

Inclusion, Relationships and Behaviour Policy

DfE guidance for schools on improving attendance.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

APPENDIX 1

INSTRUMENTAL TEACHERS' PROTOCOLS FOR WHEN A STUDENT IS ABSENT

LCS MUSIC DEPT RESPONSIBILITY

All instrumental teachers will be issued with their students' timetables (updated each half term as new students are added to lists & students stop learning)

Teachers will also be issued with the Instrumental Teacher's handbook which includes a map of the school, and new staff to be given a guided tour of the site by the Head of Music or, when not available, the Creative Arts Technician.

If a student is due to have their instrumental tuition during lessons, a note will be added to G4S to indicate this to curriculum teachers.

Instrumental teachers will be issued with an A5 timetable sheet to stick in the back of student planners. This sheet will contain precise details of dates & timings of a students' instrumental lessons. Additionally, timetables for instrumental lessons are available at the top of C block corridor and outside C13.

INSTRUMENTAL TEACHERS' RESPONSIBILITY

1. Once timetables have been distributed, individual teachers are responsible for completing & sticking in the lesson timetables (A5 size) in students' planners (the first week of each term). This allows both Parents & students to see when lessons are scheduled to take place.
2. Instrumental teachers must keep a written register for all lessons and be prepared to present these on request.
3. If a student fails to turn up for a scheduled instrumental lesson, using the Map provided, the teacher should try locate the student.
4. If the student isn't present in their curriculum lesson, the instrumental teacher should record the student as absent.

If the student is in their curriculum lesson, the instrumental teacher should politely ask that the student be excused and teach the student.

STUDENTS' RESPONSIBILITY

1. Proactively check the timetables outside C16 and the top of C block corridor to know when to attend instrumental lessons.
2. Attend all timetabled instrumental lessons independently and as promptly as possible.
3. Present your planner (open at your A5 instrumental timetable) to Curriculum teachers when requesting leave from a lesson to go for an instrumental lesson.

APPENDIX 2

NOTICE TO IMPROVE

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve will be sent to give parents a final chance to engage in support.

The Notice to Improve will include:

- Details of the student's attendance record and details of the offences.
- The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support and the option to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period.
- A clear timeframe for the improvement period of between 3 and 6 weeks.
- Details of what sufficient improvement within that timeframe will look like.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

APPENDIX 3

STUDENT APPOINTMENT CONSENT FORM

To be used for all students arriving late/leaving early school during the normal school day.

Name of Student: _____ Form Group: _____

Date of Appointment: ____/____/____ Time: ____:____:

Reason for Appointment:

- ☐ Medical
☐ Dental
☐ Interview
☐ Other (please specify): _____

I will collect my child from reception at (time): _____

NB: Students are no longer permitted to leave school during the day unaccompanied.

Name of Parent/Carer: _____ Signature: _____

Contact Number: _____ Date: ____/____/____

For Office Use Only:

Approved by Form Tutor: _____ Date: ____/____/____

Time Signed Out: ____:____ Time Signed In: ____:____

Evidence Attached: YES NO

Comments: