



Attendance and Punctuality Policy

Including EYFS

Lucton School

1. Introduction

The aim of this policy is to establish the school's expectations regarding attendance and punctuality, the procedures to be followed in this area, and the relevant responsibilities of different groups within the school community.

This policy should be read in conjunction with the policies listed below:

- Safeguarding and Child Protection
- Health and Safety

Our policy reflects the DfE guidance, in particular 'Keeping Children Safe in Education' (DfE, 2022), 'School Attendance' (DfE, 2020) and 'Ensuring a good education for children who cannot attend school because of health needs' (DfE, 2013).

2. Implementation

All of our students should attend school regularly and punctually so that they:

- receive the best education possible, by benefiting fully from the opportunities provided by the school and by accessing the full support needed to fulfil their potential;
- establish healthy attitudes and patterns surrounding attendance, which will extend into later life;
- avoid the detrimental effects that poor attendance has on social development.

All staff members are responsible for monitoring the attendance and punctuality of all members of their class. The school is opened at 08:30 and the first lesson is at 09:10. The students who arrive after 09:10 must sign in at the office and give a reason for their lateness.

Boarding Attendance information

Parents are responsible for their children before and after school hours, and also responsible for ensuring that students travel safely to and from school, regardless of transport. Prior written permission must be sought from the school if a student is not to be accompanied by an appropriate adult but is to travel to or from school by cycle, foot, or other transport.

If a student is absent without an explanation, then a phone call home is made from the school office to find out the reason for the absence. Registers are checked on a regular basis by the School Administrator and any concerns or unexplained lengthy absences are referred to the Head. If a student begins to demonstrate a pattern of frequent short absences, this will be investigated by the Head.

In the event of a student contracting an illness or suffering an injury which would result in an absence of 5 days or more, parents should inform the school immediately and subsequently keep the school

informed of progress. The school will also make follow up courtesy calls.

If a student is unable to attend school for long periods due to health needs, the school will pragmatically develop a plan in collaboration with the family and other external agencies to ensure the child is able to maintain a good education.

Parents are discouraged from organising holidays during term time. If an application is made by any parent, it will be considered by the Head on a case-by-case basis.

The Head has overall responsibility for monitoring the Attendance and Punctuality Policy and its implementation. The Head will ensure that the Attendance and Punctuality Policy is regularly reviewed and implemented effectively.

3. Attendance in conjunction with student illness

Please see the Appendix of this policy for common conditions relating to student illness.

Absence Reporting Procedure

There is a clear process for you to follow to inform the school that your child may not be attending because they are ill.

- The parent/carer must telephone The School between 8.00 am and 9.00 am to inform the school that their child is absent and the cause of the absence;
- The school will ask for the nature of the illness and the expected duration of the absence
- The office will give guidance on the recommended length of absence if appropriate;
- Parents coming into school to drop off siblings of the sick child must inform the office of the absence as well as the respective teacher.

For children missing in education, please refer to our Safeguarding and Child Protection Policy.

Decisions Regarding Attendance or Absence

Common sense is the best guide when deciding whether or not to send your child to school. Ask yourself:

Q Is your child well enough to join in the varied activities of the school day?

A If not, keep your child at home. *(Please note that the school cannot always offer to supervise your child if you do not think they can go outside at playtimes.)*

Q Does your child have a condition that can be passed on to other students or staff?

A If so, keep your child at home.

Q Would you take a day off work if you had this condition?

A If so, keep your child at home.

4. Uncollected child procedure

In the event of a child not being collected by a parent / carer at the end of the school day, a member of staff stays with the child while attempts are made to contact parents/carers, until the child has been collected, and will ensure the child is kept calm and doesn't become distressed by the situation. The

secretary or appropriate member of staff will make all attempts possible to contact the parent/carer, using information provided on the application form and on the school's database. If it is not possible to contact the parents after 1-hour, social services will be contacted (for contact details please refer to the Safeguarding and Child Protection policy). Social services will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority. Under no circumstances do staff to go to look for the parent, nor do they take the child home with them. A full written, dated and signed report of the incident is recorded in the child's file and in the safeguarding file. Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

5. Monitoring and evaluation of the policy

As with all our policies, the school will strive to ensure this policy is effective, follows the relevant guidance, and adheres to the principles of the school. This will be achieved through regular monitoring and evaluation by the Head, who holds the responsibility of this policy. During this review, amendments will be made where necessary and agreed upon with the Proprietor.

Date	Position	Name of Reviewer	Date of Next Review
August 2022	Headmaster	David Bicker-Caarten	August 2023
August 2022	Chair of Governors	Mr A. Khan	August 2023

Appendix A

Common Conditions relating to Student Illness

Most conditions can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend how serious you judge the illness to be. This guidance can help you make that judgement.

Coughs and Colds – a child with a minor cold or cough may attend school. If the cold is accompanied by shivers, drowsiness or a fever please keep your child away from school until the symptoms have been reduced and your child feels well enough to join in with a normal school day – usually 24 to 48 hrs.

If your child has a severe cough it is best to consult your GP, who can provide guidance as to whether the child should stay at home. A severe cough can be debilitating for the child, interrupt lessons and your child will not be at their best.

Raised temperature – if your child has a raised temperature they should not attend school until the temperature has returned to normal and they are feeling better.

Rash – rashes can be the first sign of many infections such as chicken pox and measles. Students with these conditions should not attend school. If your child has a rash, check with your GP or nurse before sending them to school.

Headaches – a child with a minor headache does not normally need to be kept off school. If the headache is accompanied by a fever or rash, then keep your child off school and consult your GP.

Vomiting and Diarrhoea – **non-viral** – students can be sick for many reasons – eating too many sweets and fizzy pop, eating a food which disagrees with them; you know your child and whether any of the above have caused the sickness. Some students also have specific intolerances to certain

foods; they may be sick or have diarrhoea but are then well once the offending food has left their system. If any of the above are the reason for the vomiting then the child may return to school once they feel well – after 24 hrs.

Vomiting and Diarrhoea – **viral** – vomiting can also be caused by a viral condition. It is this form of sickness that concerns us most as we do not want other students to be infected and viral conditions can spread through a school quickly. If you cannot identify a reason for your child's sickness and perhaps other members of the family have been ill, the sickness is accompanied by a fever, listlessness, a temperature and a general feeling of being unwell do not send your child to school for 48 hrs following the last incident of vomiting or diarrhoea. Some students recover very quickly and may appear to be well after 24 hrs but if the vomiting was not linked to overeating or type of food eaten, please keep your child away from school for the full 48 hrs just in case they are still carrying the virus.

If you return your child to school before the 48 hrs and the cause of the vomiting is known to be viral, the school will ask you to take your child home for another day even if they appear well.

Sore Throat – a child with a sore throat alone does not have to be kept from school. If your child is ill with it, the child should stay at home. A sore throat is often a precursor to a cold. If your child has not been their normal self at home but is not showing signs of illness when brought to school, parents should mention this to staff and ensure that contact details are correct and that they are obtainable.