



LITTLEBOURNE CE PRIMARY SCHOOL

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Building Foundations for Strong Futures

Attendance

The Law on school attendance and the right to a full-time education

The law entitles every child of compulsory school age to an efficient, full time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education.

This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

The Education Act 1996 states that:-

S.576 – Meaning of “Parent”

In this Act, unless the context otherwise requires, “parent”, in relation to a child or young person, includes any person –

- (a) Who is not a parent of his but has parental responsibility for him/her or
- (b) Who has care of him/her

S.7 – “Duty of parents to secure education of children of compulsory school age. The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

- (a) to his/her age, ability and aptitude, and
- (b) to any special educational needs he/she may have, either by regular attendance at school or otherwise”.

S.444 – “Offence: failure to secure regular attendance at school of registered pupil. If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence”.



Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.35am or as soon as practically possible by calling the school office on 01227 721671 or by emailing absences to office@littlebourne.kent.sch.uk

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

All leaves of absence must be sent in written form either by letter or an email to the school office.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code L
After the register has closed will be marked as absent, using the appropriate code U.

The school days starts after the gates close at 8.45am for all year groups. Pupils who arrive after this time will be recorded as late to the school (L Code).

The registers close at 9am and after this, lateness will be recorded as an unauthorised absence (U Code).

It is paramount therefore that all pupils arrive at school on time, the gates open at 08.35am, if your child arrives after the school gate has closed then they are to enter the school via the school office entrance.

Where there is concerns about punctuality, the school will make verbal contact with parent/carers. If concerns persist, Mrs Pott will write to the parents/carers using the appended letter about punctuality, including a copy of the child's attendance registration certificate.

If there is no improvement, the school will arrange a meeting with the parent/carer. In the event of persistent lateness, the school may make a formal referral through PIAS (PRU, Inclusion & Attendance Service).

Parental Responsibility

Where parents decide to have their child registered at school, they have an additional duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from school.

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update the school and inform the school when their child is returning.