



Happy Learning Partnership

La Houquette Primary School Attendance Policy

Successful Learners Confident Individuals Responsible Citizens Effective Contributors

Healthy and Active Safe and Nurtured Included and Respected Reaching their Full Potential

ESI1: Embedding whole-setting cultures and practices which promote inclusivity, challenge inequity, support health and well-being for all and remove barriers to personal ambition

ESI3: Ensuring that the protective measures in place to safeguard and keep learners safe are of the highest standard in all settings



UNCRC Article:-

Rights apply to every child without discrimination
Every child has the right to an education



Our School Vision

"La Houquette Primary School aims to be a school where staff, parents and the community work in partnership to inspire and empower their children to explore, learn and understand the value of hard work and effort in order to challenge themselves to be the best they can be. **They focus on exciting, creative teaching and learning and strive to develop happy, motivated children who show consideration, are inclusive, respect and understand others and their environment.** Our La Houquette values underpin all that we do. They can help pupils understand right from wrong and they can also help to shape the mindsets and behaviours of future adults."

La Houquette School Values:

1. **We show respect:** *we care for ourselves and each other, for property, our community, our environment, our world; we listen to each other respectfully and accept people have other views. We take turns and share.*
2. **We are kind:** *We include each other, we look to help and care for each other and our environment. We have gentle hands.*
3. **We try to do our best:** *we don't give up - we show a Growth Mindset.*
4. **We are honest:** *to ourselves and each other.*
5. **We are proud of who we are:** *of what we do, of our families, our teachers, our school, our community, our parish, our island and our world.*

Aims of the policy

At La Houquette Primary School we believe the interest of the child is central and we are ambitious for each child's all-round achievement and attainment. We believe children's physical and emotional well-being is fundamental and strive to create an atmosphere of community and belonging. We celebrate uniqueness, diversity and individuality and we are committed to equal opportunities. We



endeavour to adapt provision to suit children's individual needs. We also believe that this extends to all of our stakeholders (staff, parents, support agencies and the wider community)

Our policy is in line with the States of Guernsey's Attendance policy for Schools and section 17 of the Education(Guernsey)Law 1970(The '1970 Law') It relates to all children of compulsory school age.

Accountability and Management of Policy

Headteachers are accountable for:-

- maintenance of accurate school attendance registers
- management of attendance at whole school level in line with effective school procedures

Attendance Lead is accountable for:-

- monitoring school attendance registers and checking for accuracy
- liaising with Administration staff to ensure 'first day calls' are made on the morning a child is marked absent
- liaising with teachers to ensure children marked other than present are accounted for e.g dojo messages from parents shared with office and attendance lead.
- liaising with SAS to analyse attendance data
- liaise with parents in cases of repeated absences both authorised and unauthorised
- issuing letters to parents to follow up non-attendance and/ or where there is concern about levels of attendance
- arrange meetings with SAS and parents to discuss repeated absences or low level of attendance

Parents / carers are accountable for

'legal duty under section 17 of the Education(Guernsey) law 1970 to ensure that any children of compulsory age receive an efficient and suitable full-time education'

Class teachers are accountable for:-

- maintain attendance register twice daily at specific times by 8.55(after this L after 9.00 T) and 13.05(after T 1.10 L)
- accurately record presence or absence of all learners in their care
- use appropriate codes to show reasons to absence and update school administration office with this information once register is completed

The school attendance policy is the Headteachers responsibility with the support of the SLT. At La Houquette Mrs Savage is the named Attendance Lead who will support the Headteacher to maintain, review and update the school attendance policy. Mrs Savage will liaise with class teachers, Administration staff, parents and the School Attendance Service to maintain and raise levels of attendance in line with the school policy.



Procedures

- School prospectus includes a statement clarifying parents / carers responsibilities for the attendance of their child/children, punctuality and procedures for reporting absences or applying for authorisation of absences re medical or other authorised absences.
- Daily registers are used to record children's daily attendance twice daily. These include details / reasons provided by parents / carers for children's absences.
- SIMs reports are used to monitor, track and analyse children's individual attendance which can be provided for reports to support agencies referrals and educational panels.

Attendance Registers and codes.

'Schools are legally required to maintain accurate registers of attendance. Education Inclusion Service has a statutory responsibility to carry out register checks and the SAS is authorised by the Director of Education to inspect attendance registers'

La Houquette school uses the agreed codes to record attendance provided by Guernsey's Education department as follows:-

CO DE	DESCRIPTION	STATISTICAL MEANING
/	Present (for morning session)	Present
\	Present(for afternoon session)	Present
B	Educated off site	Approved Educational Activity (counts as present)
C	Other authorised circumstances	Authorised absence
D	Time out or internal exclusion	Approved Educational Activity (counts as present)
E	Excluded	Authorised absence



G	Special Circumstances (sent home)	Authorised absence
H	Holiday during term time	Unauthorised absence, including for Post 16 learners (for safeguarding reasons, school must be informed that holiday is taking place)
I	Interview	Authorised absence
L	Late during registration	Present
M	Illness or dental treatment	Authorised absence
N	No reason yet provided	Unauthorised absence
O	Unauthorised circumstances	Unauthorised absence
P	Approved sporting activity	Approved Educational activity (counts as present)
S	Study Leave (Yr 11 & Yr 13 learners sitting public examinations only)	Approved Educational Activity (counts as present)
T	Late after registration closed	Present
V	Educational visit	Approved educational activity (counts as present)
W	Work experience	Approved educational activity (counts as present)



X	No attendance required	Attendance not required—not counted in possible attendances
#	School closed to all learners	Attendance not required—not counted in possible attendances

School Data and Analysis of Attendance

La Houquette’s Attendance Lead (Mrs Savage) monitors attendance data weekly and liaises with class teachers as appropriately. This enables the school to be aware of individuals' attendance and concerns of class teachers of individuals, particularly those of vulnerable children.

Attendance below 95% is deemed as poor and attendance below 90% can have a detrimental impact on learning. For your child, good attendance is vital for the success of pupils and their wellbeing. If a child’s absence is 80%, this equates to 1 day a week being missed for an entire year.

Data is analysed on a monthly basis as well as overall for the school year. This enables patterns of absences to be highlighted and actioned.

La Houquette’s Attendance lead (Mrs Savage) meets monthly to discuss this information and levels of attendance of individuals. The School Attendance Officer records this information and discussions on the monthly attendance log which is shared with the Headteacher. This information is used to make decisions on whom absence letters are sent to or attendance meetings agreed.

In individual cases it may be agreed that a TAC meeting is set up or a home visit organised by the School Attendance Officer.

Authorised Absence

- illness, medical and dental appointments
- interviews or visits to another school
- Island wide agreed celebrations or evidence - yearly dance festival, eisteddfod, music school exams, air show etc

Unauthorised Absence

At La Houquette, we believe that regular school attendance is vital for your child’s academic progress, social development, and overall well-being. We work in partnership with parents to ensure every child achieves their full potential.

Parental Responsibility

It is the legal responsibility of parents and carers to ensure that their child attends school regularly and arrives on time.

Leave of Absence During Term Time

The school strongly discourages any absence during term time. Please note the following guidelines regarding unauthorised absences:

- **Holidays:** Family holidays taken during term time will **not** be authorised.



- **Family & Sporting Events:** Attending family events or spectating at sporting events are also classified as **unauthorised absences**.

How to Request Leave: If a leave of absence is unavoidable under exceptional circumstances, parents must formally notify the school in advance. The **Leave of Absence Form** must be completed and submitted. This form can be found on the school website and is also available in the **Appendix** of this policy document.

The Impact of Absence:

Every day of school counts. To help put attendance figures into perspective, please consider the significant impact that relatively small absences can have over the course of an academic year:

- **The Weekly Impact:** An attendance rate of **90%** is the equivalent of a child missing **half a day of school every single week**.
- **The Holiday Impact:** A learner who takes just **10 days of holiday** during term time can only achieve a maximum of **94.7% attendance** for that entire school year.

We appreciate your continued support in prioritising your child's education by ensuring they are in school every day.

Medical Absence

- When a child is absent from school, parents are required to notify the school on the first day of absence with a clear reason.
- If parents do not inform school of a reason for their child's absence, school is to carry out 'first day call' linked to the school's [Safeguarding and Child Protection Policy](#).
- Reasons given for illness are recorded on SIMs alongside registered mark. If no reason is given the absence is recorded as 'n' which is only to be used as temporary. If no reason is given after 3 days it is amended to 'o' to register unauthorised.
- If a child continues to have repeated illness absences the school can seek advice from the School Nurses Service.
- When illness is reported school is to record absence as 'm'
- When absence is recorded as 'm' beyond three days school can seek advice / support from SAS who may deem a home visit as needed.
- If continued short term illnesses are reported over several weeks advice from SAS will also be sought. This may also include advice and contact from the school's EDO.

The School Attendance Service in school support(SAS)

- The school's Attendance Lead(Mrs Savage) meets monthly with the appropriate Education Attendance Officer from the SAS.
- Children whose attendance is below 90% are discussed and appropriate next actions put into place.
- SAS are able to offer in school meetings alongside the School's Attendance Lead or Home visits if deemed appropriate.
- If attendance is linked to other concerns the Attendance Lead may call a TAC including other relevant professionals to support the family and seek ways in which to improve the child's attendance.

Home Education



La Houquette recognises that parents / carers have the right to educate their child at home. In these circumstances parents must write to the Director of Education. The Education Attendance policy states this process clearly for parents / carers to follow. It will be agreed by the Director of Education only if it is agreed that appropriate provision can be provided and is monitored by an Education officer and Schools Attendance Officer.

Appendix

The logo for States of Guernsey Education Inclusion Services, featuring a stylized 'S' and 'G' and the text 'States of Guernsey Education Inclusion Services'.
Notification by Parent/Carer of Leave of Absence for Holiday During Term Time
<p>The Education Office within the States of Guernsey cannot and does not approve of school learners taking holiday in term time.</p> <p>For reasons of safeguarding though, it is essential that schools are informed as to a learner's whereabouts when not in school during term time.</p> <p>There is therefore a requirement for you to complete the form at the foot of this page and submit it to your child's Headteacher/Principal at least 2 weeks in advance of the date of the proposed holiday.</p> <p>As holidays during term time are not authorised, your child will be marked as absent from school throughout the period of the holiday.</p> <p>The Committee for Education, Sport & Culture and schools seek to provide high standards and high expectations for all, to enable learners to be successful and pursue a happy and fulfilling life. It is essential that all of the learners registered for school education attend regularly and punctually and that they access all that education offers. The Committee's expectation is that all learners will achieve an attendance of at least 95%.</p> <p>A learner who has 10 days of absence across the school year will not meet this minimum standard.</p> <p>Learners who do not attend school at or above 95% of the school year are at risk of poor outcomes in regards to; low attainment, reduced social contact, vulnerability to compromised mental health and wellbeing. This has an impact on later life, including health risks and limited employment and social opportunities.</p>
<p>I am notifying you that (name of child): _____</p> <p>Will be taking leave of absence from (name of school): _____</p> <p>from (date): _____ to (date): _____</p> <p>in order to take part in a holiday.</p> <p>I understand that this absence is not authorised by the school and will have a detrimental impact on my child's educational opportunities.</p> <p>Signature of parent/carer: _____ Date: _____</p>

