



Kingsley Primary School



Attendance Policy

This policy reflects the vision and values of Kingsley Primary School.

At Kingsley Primary School, all staff work collaboratively to encourage every pupil to strive for excellence. Every child will be supported, challenged and valued. One way in which we strive to do this is by encouraging staff, parents and children to maximise the learning experience in order that all children reach their maximum potential. We are determined in encouraging the development of high self-esteem and for our children to take pride and ownership of their learning. In conjunction with this, we will continuously provide a clear framework for parents and staff as well as clear procedures for involving parents and/or external agencies where appropriate.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils that are registered at our school on the school website.

Kingsley Primary School encourages all parents/carers to work in partnership with the school in order to improve attendance and punctuality and recognises that ***“parents have the primary responsibility to ensure that pupils of compulsory school age attend school regularly”*** (DfE 1999).

Aims & Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensure high levels of attendance and punctuality.
- Achieve a minimum of 96% for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Reception age children in order to promote good habits at an early age.

- Work in partnership with pupils, parents, staff and the Educational Inclusion and Partnership Team so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

Responsibility of Parents/Carers

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

Punctuality

It is the parent/carers responsibility:

- To ensure that their children arrive to school on time at 8:45am. Both KS1 and KS2 doors open at 8:45am until 8:55am. This is sufficient time for all pupils to get to their classroom.
- Children who are late after 9:00am report to the school office to sign in. Records are kept of the pupils that are late with an L code in the register. Any child that arrives after 9:30am will be marked with a U code, equivalent to an unauthorised absence.
- To ensure children are collected promptly at the end of the school day and that necessary arrangements are in place for the journey home. If these differ from the child's normal arrangements, the class teacher and school office should be made aware of this.
- The first few minutes of school is a crucial time for children to get settled into class. When a child arrives late for school, it not only disrupts the rest of the class, but they miss out on this crucial time.
- Being punctual is an important life skill. Ensuring that your child is punctual gets them into good habits for their future.
- Arriving just 5 minutes late every day equals 3 days of education over the whole year. Arriving half an hour late every day is equivalent to 18 days absence.

Absences

It is the parent/carer's responsibility:

- To notify the school on the first day of absence before 9:15 am or as soon as possible. Parents can report an absence by telephoning the school office 01604 713822 or emailing kingsley-office@kps.inmat.org.uk
- To provide medical evidence where possible, on the child's return to school.

- To ensure that as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.
- To liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.

Parents/carers of children for whom we do not know the reason for absence will be contacted by 9:30am.

Procedures when a child is absent?

If a pupil is absent, all schools have a responsibility to contact the parent or carer **on the first day of absence** and continue to make every effort to locate the pupil. When it is identified a child is not in school, the procedure below will be followed.

Day 1 - Phone call by 9:30am. Email if no response from parents/carers.

Day 2 - Follow up phone call. Email if no response from parents/carers.

Day 3 – Write/email parents/carers

Write or email to the parents/carers, asking for contact to be made with the school immediately, giving 3 working days to make contact.

Within 5 days - home visit

If the child has not been seen and the parents or carers have not made contact with either, schools must report to the Local Authority, the child as missing from education.

Illness/Medical absences

In addition to the points above, if a child is repeatedly absent due to illness, the school will request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription, etc.

The school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday.

Absence for Holidays

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

If there are exceptional circumstances, parents/carers must complete a leave of absence request form in advance of the trip (ideally at least 4 weeks prior). These requests will be considered on a case-by-case basis by the Headteacher, and they will use their discretion whilst applying government recommendations.

It is the parent/carer's responsibility:

- To obtain a leave of absence form from the school office.
- To complete and submit the form in advance of the period of absence (ideally 4 weeks prior).

If parents/carers decide to take a holiday without the Headteachers' authorisation, the child's absences will be marked as unauthorised. **Fixed Penalty Notices will be issued by Education Inclusion and Partnership Team for unauthorised holiday absence during term time, payable direct to the Local Authority. The Penalty Notice is £120 per parent/adult for each student to be paid within 28 days, decreasing to £60 if paid within 21 days. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.**

Absence for Other Reasons

Absences for reasons such as religious observance or close family bereavement *may* be authorised by the Headteacher. These requests must be discussed with the school.

It is the parent/carer's responsibility:

- To inform the office, in writing, of the need for leave in circumstances which are known in advance.
- To inform the school as soon as possible when sudden circumstances occur which prevent a family bringing a child to school, so that the appropriate code can be recorded in the register.

Unexplained Absence

When a child is repeatedly absent and no satisfactory reason is given, the parent/carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority.

Regular monitoring is carried out by the member of senior leadership team responsible for attendance. Children who have repeated unauthorised absences, holidays or otherwise, will be contacted by the school and may be invited in to an attendance meeting to discuss absences and any appropriate support.

Named senior leader with responsibility for attendance:

Lynne D'alessio Assistant Headteacher and Designated Safeguarding Lead
attendance@kps.inmat.org.uk

Role of the SLT with responsibility for attendance

- To investigate absence which exceeds more than 10%, and to hold meetings with these parents as required.
- To investigate lateness which exceeds more than 5%.
- To investigate any unexplained absence which exceeds more than 5 consecutive days.
- To ensure parents are aware of their legal duty under the Education Act to ensure their children attend school.
- To refer cases to the Local Authority for prosecution where persistent absenteeism has not improved despite thorough intervention and support from the school
- To report accurate whole school and individual attendance data when required.

Children Missing in Education

If a child is absent (unexplained) for at least 5 consecutive days, the Education Attendance Officer will be notified. A home visit may be carried out. If the absence continues for a total of 10 days, the family will be referred as a CME case for the Local Authority.

Persistent Latecomers

Children who repeatedly attend school late after 9:00am will be brought to the attention of the senior leader responsible for attendance. Warning letters will be issued to the parents/carers of these children.

Parents/carers should note that children who arrive late after 9:30am are given a 'U' code, which is the equivalent of an unauthorised absence and this will affect the child's attendance figures. Fixed penalty notices may be issued to parents/carers whose children persistently arrive after this time.

Promoting attendance

Class attendance figures are shared in assemblies on a weekly basis. The class with the highest attendance each week receive the attendance cup. Attendance is discussed with parents/carers during termly parents evenings and the importance of the attendance is highlighted. Information about attendance is communicated on the school website and on DOJO.

Home visits

There may be times where the school staff will carry out home visits if they are concerned with a pupil's absences or they are checking on the welfare of a child.

Home visits will be carried out on all children that are missing in education.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

Legal action that may be taken includes:

- **Issuing penalty notices:** Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £60 or £120 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £480. Failure to pay may result in prosecution.
- **Taking parents to court for unauthorised absence:** Education Act 1996 Section 444(1) - court can fine each parent up to £1000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- **Taking parents to court for persistent unauthorised absence:** Education Act 1996 Section 444(1A) - court can fine each parent up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence you to a period of imprisonment of up to 3 months.

Being taken to court could result in you having a criminal record.

Children not collected from school

Class teachers to know which children from Year 5 and 6 have parental permission to walk home on their own.

Child not collected at 3:15pm. Children remain with class teacher until 3:30pm. Still no collection, teacher to escort child to the office area and notify office staff. Office staff to contact parent and then emergency contacts if necessary. Child supervised by school staff until 3:45pm.

No contact made by 3:45pm: Safeguarding leads/ Headteacher informed. DSL to take child to Oscars after school club for supervision and parent to be charged. Information gathered as to status of child (i.e. LAC, CIN, CP, not known to services etc.).

4:30pm: Still no contact from parents: Social care contacted for advice/ support. DSL/ DDSL to remain in school until child is collected by either parent, emergency contact or social care workers. If the child is taken into the care of Social Care, they will take the responsibility for tracing the parents / carers and feeding back to school the outcomes of the situation.

Children's Social Care: 0300 126 7000 Request either allocated social worker for family or Duty social care team When calling children's social care, have available child's name, date of birth, parent name/s and address.

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced and partial enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

KEY

Present
Authorised absence
Unauthorised absence
Approved Education Activity (Present)
Not counted in possible attendances