



## **ATTENDANCE POLICY**

### **1. Mission statement**

Kirkby on Bain CE Primary School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the school will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

### **2. Aims**

It is recognised that:

- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupils should be deprived of their opportunities by either their own non-attendance or that of other pupils from receiving an education that meets their needs and personal development.
- In the first instance, it is the responsibility of pupils and their parents to ensure attendance at school as required by law.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.

### **3. Expectations**

- At this school the Headteacher and teaching staff care about each child's attendance. We anticipate parental support in maintaining both regular and punctual attendance by each child.
- Parents are encouraged to have a vital role to play in helping this school to secure a high level of attendance. Arranging medical and similar appointments for children should wherever possible be avoided during school hours but endorsed with a note if unavoidable.
- Parents are made aware that their responsibility extends beyond securing regular school attendance. They should ensure that their child arrives in school on time, properly attired and in a condition to learn. Parents are therefore made aware of the school's policy on regular and punctual attendance. Communication with parents is clear and consistent to maintain high standards and a responsible attitude by attendance by all concerned, is encouraged.

#### **We expect the following from all our pupils:**

- That they attend school regularly.
- That they will arrive on time and be appropriately prepared for the day.

#### **We expect the following from parents:**

- To encourage their children to attend school.
- To ensure that they contact the school before 9.30am on each day of absence.
- To ensure that their children arrive in school well prepared for the school day.

- To contact the school in confidence whenever any problem occurs that may keep them away from school.
- To avoid holidays in term time..

**Parents and pupils can expect the following from school:**

- To be contacted shortly after 9.30am if child is absent and no contact with the school has been made.
- To be provided with information regarding procedures for notification of absence.
- Regular, efficient and accurate recording of attendance.
- We will take steps through rewards to encourage good attendance.

Registration occurs twice daily. Morning sessions take place between 9.00 – 9.05 a.m. and afternoon sessions between 1.00 – 1.05 p.m. If a child arrives after these times, they will be recorded as being “late”. If a child arrives after 9.30am (morning registration) or after 1.30pm (afternoon registration) they will be recorded as “late after registers have closed” which is an unauthorised absence.

Full details of symbols used and supplementary reference letters may be found on the front page of the registers.

Registers are returned to the school office each morning via a “register tray” system and are returned to classes prior to afternoon registration.

In the event of a school trip taking place, class lists must be taken on the visit, which clearly indicate the presence or absence of a child.

**4. Punctuality**

It is our policy to actively discourage late arrival. A child arriving late may seriously disrupt not only his or her continuity of learning but also that of others. Children will be marked late for school if they are not in attendance for morning registration (as above) and every effort should be made to ensure children arrive at school prior to 9.00am each morning. The school doors open at 8.50am. and registration takes place at 9.00am.

**5. Responding to non-attendance**

When a pupil does not attend, the school needs to respond effectively.

- If a verbal message, note, email or telephone call is not received from parents by 9.30am, the parents will be contacted by telephone,
- If contact has not been made a letter will be sent to the home address.
- Where there is no response, a second letter will be sent after three days of unexplained non-attendance, or there may be a visit from a member of the school staff and / or an Education Services Practitioner if this is considered appropriate.
- The Headteacher is to be informed of any absence which:-
  - Appears irregular (below 90%)
  - Shows regular patterns e.g. repeated absence on the same day/s of each week.
  - Is unexplained i.e. unauthorised.

The school “buys in” support from Education Services to assist with and advise on persistent absentees (ie pupils whose attendance is below 85%) and to set up a school attendance panel for a pupil or pupils as required.

## 6. Encouraging attendance through rewards

Attendance can be encouraged in the following ways:

- Accurate completion of the registers at the beginning of each session
- Regular attendance checks
- Recording of attendance and lateness on reports to parents
- Awarding LCC 100% attendance certificates at the end of each academic year

## 7. Categorising absence

- Only the school, in the context of the law, can approve absence, not parents. If a Class Teacher does not accept the explanation offered for absence as a valid reason then the matter must be referred to the Headteacher.
- Emerging patterns of authorised absence should be reported to the Headteacher.

## 8. Authorised or unauthorised absence

**Authorised absence** is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

All other absence must be regarded as **unauthorised**.

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Medical and dental appointments (the school reserves the right to request proof of appointments)
- Days of religious observance.
- Fixed term exclusion.
- Permanent exclusion until removed from roll or re-instated.

Absences should not be authorised under the following circumstances:-

- Family holidays or days out
- Shopping trips
- Minding the house or looking after siblings
- Lateness if registration is missed without explanation
- Medical appointments that cannot be verified if proof has been requested
- No reason given
- a note is not genuine or not valid

### Family holidays

Amendments to School Attendance Regulations came into force on 1 September 2013. References to family holiday as well as the statutory threshold of ten school days have been removed and schools may no longer grant any leave of absence during term time unless there are exceptional circumstances. The educational consequences of a long holiday absence may be detrimental to a child's progress and prior to making such arrangements parents are advised to discuss the matter with the Headteacher at the earliest possible convenience. Parents are required to complete a 'leave of absence form', which can be obtained from the school office, at least two weeks in advance of the planned absence.

Each request will be considered individually. If a request is not granted and the parent takes the child on holiday, the absence will not be authorised.

This policy has been written by the Headteacher in collaboration with the teaching staff and approved by the Governing Body.

Approved: February 2015

Review date: February 2018