



# **Attendance Policy**

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## **Philosophy**

Kineton Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a School we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

Our School will give a high priority to conveying to parents/guardians and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents/guardians and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

## **Objectives**

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the School

## **Statutory Duty**

The Education Act 1996 Section 7 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise.

**“By law, all children of compulsory school age must get a proper full-time education. Parents are responsible for making this happen, either by registering the child at school or by making other arrangements which provide an effective education”.**

If a child who is of statutory age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996)

## **Roles and Responsibilities**

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all pupils of compulsory school age who are on the school's admission roll.

## **Principles**

Parents/guardians are legally responsible for ensuring that a child of compulsory school age attends school regularly.

- We will work towards ensuring that all pupils feel supported and valued.
- We will send a clear message that if a pupil is absent, she/he will be missed.
- We will consult with all members of the Attendance Compliance and Enforcement Team (ACE) where necessary in developing and maintaining the whole school attendance policy.
- We will encourage parents/guardians to be actively involved in promoting their child's attendance.
- We will ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance.
- Regular information will be sent to parents/guardians and pupils informing them of attendance rates and related issues.
- We will promote positive staff attitudes to pupils returning after absence.
- We will ensure regular evaluation of the attendance policy and procedures by Senior Leaders and the School governors.
- Consistent and vigorous monitoring and evaluation procedures will be in place

## Procedures

- Registration- morning registration closes at 9.10am
- Staff are issued with guidance on the accurate completion of registers
- Parents/guardians are reminded of the requirement to inform school on the first day of sickness
- Parents/guardians are reminded of the importance of punctuality through newsletters and the parent handbook as well as meetings if necessary.
- Pupils who have had an extended period of absence will be reintegrated with support and sensitivity.
- School may liaise with the ACE concerning pupils whose attendance has fallen below 85%.
- School monitors its progress towards targets. Attendance levels are reported to the governing board on a termly basis by the headteacher.
- The school uses all communication options to inform parents/guardians of attendance information in school documentation e.g. the prospectus, parents evening/reports, home – school agreements.

## Leave of Absence

The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents/guardians do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent/guardian i.e the parent/guardian with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Applications for leave of absence for a school pupil in term time in exceptional circumstances only should be submitted in writing to the headteacher by completing the yellow form available from the school office. **Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.**

### **100% Attendance**

Attendance is a critical factor to a productive and successful school career. Our school will actively promote and encourage 100 per cent attendance for all our pupils. Pupils who achieve 100% are awarded certificates at the end of every term.

### **Monitoring and Evaluation**

It is important to set realistic targets. The school will look at those interventions which have been successful as part of the evaluation process.

When evaluating success, the Senior Leadership Team and governors will monitor attendance termly and consider whether or not:

- Attendance has improved.
- Punctuality has improved.
- Parent/guardian response to absence has improved.
- Re-integration plans have been successful.
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community.
- Pupils/students are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school.

### **Practice**

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers regularly analysing attendance data
- Ensuring prompt follow-up action in cases of non-school attendance
- Recording carefully, all telephone messages and retaining these, E Mail messages and parent/guardian letters of explanation for a minimum period of one year

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Promoting good attendance is the responsibility of the whole school