



Keyworth Primary School Attendance policy

This policy represents the agreed principles for Attendance and Registration throughout the school. This policy has been discussed with and agreed by the governors within the school, the Executive Headteacher and Head of School.

'Promoting a passion for learning'

We want every child to leave Keyworth wanting and determined to make a difference in the world, and having the skills to do so. In order to do this, we believe that we have to enable the children to be emotionally intelligent, resilient and brave, so that they will stand up for what is right and be ambassadors of social justice.

Aims

Our school community (children, staff, parents or carers and governors) aims to:

- Learn and grow together within a safe, caring and happy environment
- Continually encourage achievement in all aspects of school life
- Motivate all children with a broad and challenging curriculum
- Treat everyone with honesty and respect
- Ensure opportunities for all

Introduction

We expect all children on roll to attend every day and to arrive on time properly attired and in a condition to learn, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children.

Under the '*Education (Pupil Registration)(England) Regulations 2006*' the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence is authorised or unauthorised.

The legal requirement for attendance at school:

Section 7 of the Education Act 1996 states

Duty of parents to secure education of children of compulsory school age:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable -

- a) To his age, ability and aptitude, and
- b) To any special educational needs he may have, either by regular attendance at school or otherwise.

Registration

- The school registers are legal documents and every care is taken to ensure that they are filled in accurately and correctly.
- Registers are completed electronically on Wauton Samuel (WS) by each class teacher.
- Registration is an integral part of the school day and all children need to be present in their classrooms at the start of the school day in order to be marked present.
- Registers will be completed using the 'Marking of Attendance Registers' (Taken from Instructions for implementing the new DfES Codes in Attendance 2006)(Appendix 1)
- The register will remain open from 8.55am - 9.15am.
- Pupils arriving after the register has closed are marked as absent by the class teacher and must be signed in by a parent or carer in the school office. The office will give a 'late slip' that must be handed to the class teacher (this is so the teacher knows they have passed through the office and got a late mark and will get a dinner).
- The code for late is 'L' is applied when a child arrives to school between 9am - 9.15am. Where a child arrives to school after 9.15am they are given a 'U' code which counts as an unauthorised late and is seen as an unauthorised absence. This will impact on the child's overall attendance.
- Pupils arriving after the start of the school day and when registers have closed will be marked as 'U'. It is a legal requirement that schools close their registers by 30mins at the latest after the start of the school day.

Definitions

Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent or carer writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently not all absences supported by parents or carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not be an authorised absence.

Unauthorised Absence

- An absence is classified as unauthorised when a child is away from school without the permission of school.
- An absence is classified as unauthorised where a child arrives at school after the registers have closed.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent or carer.

If a child is absent the following actions are required by parents or carers:

- Prior to the absence a medical letter/appointment card must be sent to the school, office.
- If a child is unexpectedly going to be absent due to sickness, a parent or carer must call the school office between 8.30am and 9.00am to explain the unexpected absence.

- When a child is absent unexpectedly, the class teacher will record the absence in the register. Once registration is closed, the school office will complete the register with the relevant information provided via the parent or carer who has contacted the school office between 8.30am and 9.00am and authorise the absence where appropriate.
- If no explanation has been given regarding a child's unexpected absence, the school office will endeavour to contact a parent or carer as soon as possible that morning by text message.
- If parents or carers develop a persistent pattern of not informing the office of children's unexpected absence, this will become a cause for concern and will lead to referral to the Education Welfare Officer (EWO).

Requests for leave of absence

Headteachers no longer have the discretion to allow up to 10 days in a school year for family or to agree to extend leave for parents or carers to visit their country of origin. Headteachers have the discretion to grant leave, but will only do so in exceptional circumstances. This leave is unlikely, however, to be granted for the purpose of a family holiday. There is no right to take a holiday in term time and parents and carers are strongly advised not to book a holiday. If a child is absent from school this will be classified as an unauthorised absence.

Where parents and carers take term time absence they are at risk of being issued with a Fixed Penalty Notice (FPN) of £60 per parent. FPN are issued by Southwark Council. The issuing of a PN is at the discretion of the Local Authority.

Parents and carers are made aware of the school ethos regarding term time holidays via newsletters and the school website.

Long-term absence

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work. If the absence is likely to continue for an extended period, or will be a repetitive absence, the school may contact support services, so that arrangements can be explored for the child to be given some tuition outside school.

Repeated unauthorised absences

The school will contact the parent or carer of any child who has an unauthorised absence to determine the reason for the absence. If a child has a repeated number of unauthorised absences the parent or carer will be asked to visit the school to discuss the problem at a pre-referral meeting with the schools EWO. Children with social services involvement or on the Child protection register (CPR) will have their attendance monitored closely. Every effort will be made to put in place supportive measures where appropriate and to ensure the parent or carer understands the consequences of failing to ensure their child's regular attendance. Parents and carers will also be familiarised with Keyworth Primary School's Attendance and Registration Policy.

Children leaving - (Please refer to Child Protection & Safeguarding Policy)

If a pupil is withdrawn from the school having not reached the normal age of transfer; due to a family move or for any other reason, the school will need a forwarding address, and start date for the child's new school. If the parent or carer fails to provide this information the

school will pass this information to the EWO so they can make further enquiries. A child's name will be only removed from the school roll once we have confirmed the child is attending another school and we will then also send their educational records on.

Reporting attendance to parents

Children's overall attendance (%), unauthorised absences from school (%), and number of times late to school will be reported to parents and carers at their child's termly learning conference.

The Department for Education 'expects all schools and local authorities to continue focusing on reducing overall absence, particularly unauthorised and persistent absence. Absence will continue to be monitored closely via the pupil level school census and the Secretary of State's power to require an individual school to set absence targets where a school's absence record is of particular concern is being retained.'

Monitoring and review

It is the responsibility of the governors to monitor overall attendance, and they will request a termly report from the Headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be. The school will keep accurate attendance records on file for a minimum period of three years. The rates of attendance will be reported annually in the School Development Plan (SDP). The Executive Headteacher, in conjunction with the Head of School, will be responsible for monitoring attendance throughout the school. Absences will be followed up by the office and class teacher where appropriate and they will contact the office immediately if they have a concern. If the level of attendance is a concern the Executive Headteacher or Head of School will contact the parents or carers verbally or through a letter. The help of the EWO may be employed in the process if necessary. This policy will be reviewed by the governing body every year or earlier if considered necessary.