



# Attendance Policy

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## REGISTER CODES

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

# Kimberworth Community Primary School

## ATTENDANCE POLICY

### 1. Introduction

- 1.1 Kimberworth Community Primary School is committed to providing an education of the highest quality for all our students considering the individual needs of our pupils and our families who may have specific barriers to attendance. We recognise this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High standards of attainment and achievement depends on good attendance.
- 1.2 The whole school community – students, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone’s part in this.

### 2. School’s roles and responsibilities

- 2.1 All staff (teaching and support) at Kimberworth Community Primary School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality. The Headteacher has overall responsibility for the strategic approach to attendance in school.
- 2.2 Attendance Officer  
The Attendance Officer will oversee, direct and co-ordinate the school’s work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person, known as the Attendance Officer, will also ensure that up-to-date attendance data and issues are shared with the Senior Leadership Team, are made regularly available to all staff, students and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing body. She will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. The Attendance Officer for Kimberworth Community Primary School is Mrs Dodd and she can be contacted on 01709 740879 or alternatively by email [office@kcps.org.uk](mailto:office@kcps.org.uk).
- 2.3 Registration  
i) The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Classroom teachers/designated person are responsible for completing the attendance registers using the prescribed codes (shown above).

- ii) The register will be called promptly at **9.00 am for Key Stage One** and **Key Stage Two** and **12.50 pm for Key Stage One** and **1:00pm for Key Stage Two** by each class teacher and a mark will be made during the registration period in respect of each child. Any student who arrives **after** these times will be counted as late.
- iii) The registers will close at **9:30 am** and **1.30pm**. The code (L) will be applied between 9am and 9.30am and (U) will be used, as appropriate, where students arrive after the registers have closed.

#### 2.4 Categorising absence

- i) A mark will be made in respect of each student during registration. Any student who is not present at this time will be marked as unauthorised absence (N) unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment/correction are distinguishable.
- ii) Kimberworth Community Primary School recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence, and will potentially send a message to parents that any reason for non-school attendance is acceptable. If absence is frequent or continuous and, except where a child is clearly unwell, staff at Kimberworth Community Primary School will therefore challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school**.
- iii) If no explanation about an absence is received by the school **within one week**, the absence will remain unauthorised
- iv) Absence will be authorised in the following circumstances:
  - (a) where leave has been granted by the school in advance, for example:
    - a student is to participate in an approved performance for which a licence has been granted by the Local Authority,
    - a student is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the student's overall pattern of attendance will be considered.
  - (b) where the school is satisfied that the child is too ill to attend;
  - (c) where the student has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand)
  - (d) where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions;
  - (e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong;

(f) in other **exceptional circumstances** (e.g. a family bereavement) and **for a very limited period**.

v) Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the student is absent for **unexceptional** reasons, eg a birthday;
- the student is absent from school on a family holiday without prior permission.

## 2.5 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance daily before entering the appropriate code in the register.

## 2.6 Transition

Pupils from Kimberworth Community Primary School participate in an early transition to secondary school in July. For this time, pupils will still be registered at the primary school and therefore attendance will be recorded officially with our school. Secondary schools will phone primary schools each morning to inform of any pupil absences so that the school can follow the normal protocol for recording the type of absence for their children as detailed in 4.2.

## 2.7 Staff Training

The School Attendance Officer will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

## 3. **Collection and analysis of data**

3.1 The Attendance Officer will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the governing body (see para. above). The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection. The Attendance officer will also share practice with local schools during regular attendance meetings within the learning community.

3.2 Attendance is monitored by year, class and by reasons for absence. It is also analysed by gender, ethnicity, students with special educational needs and those who are vulnerable to poor attendance.

3.3 Accurate attendance returns are made to the Local Authority and DfE within the stipulated time frame.

## 4. **Systems and strategies for managing and improving attendance**

4.1 Attendance has a very high profile at Kimberworth Community Primary School and is regularly discussed at assemblies and in tutor groups. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment, and weekly attendance figures are shared or displayed prominently in school. Various incentives are in place for regular attendance including; weekly class awards, termly certificates and prizes.

#### 4.2 First-day calling

Kimberworth Community Primary School has in place a system of first-day calling. This means that parents will receive an email, text message or phone call on the first day a student is absent without explanation to establish a reason for the absence. This helps to identify at an early-stage students who do not have a good reason for absence or who may be absent without their parents' knowledge. When no response is forthcoming the school will make every effort to make contact, e.g. phone call, text message and home visit. This will be recorded on our CPOMS system.

#### 4.3 Meetings with parents

Where there is an emerging pattern to a student's absence or lateness, with or without explanation, the school will contact parents by telephone/letter and invite them to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and student to resolve any difficulties and improve the attendance within a specified time limit. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them. We will continue to review and raise attendance at termly meetings. If parents do not engage with school a referral may be made on to the School Attendance Matters Pathway and an Early Help Assessment carried out.

#### 4.4 Referral to the School Attendance Matters Pathway and Early Help Service

Kimberworth Community Primary School will have regular meetings with Early Help and the Early Help link worker to identify children that have fallen into persistent absence (90% or under). If there continues to be unauthorised absences by the end of the specific time (or sooner if the student is failing to attend school at all), the matter will be referred to the School Attendance Matters Pathway and Early Help Service. The pathway will be followed and if no improvement is made a referral will be made to the Local Authority Attendance Panel where they will discuss different outcomes including Fixed Penalty Notices.

#### 4.5 Lateness and punctuality

Students are expected to arrive at school, on time every day. It is very disruptive to their own education and that of others in their class, if they are late. Students who arrive late for school are monitored for frequency of lateness. If the lateness is persistent, the parents will be requested to give adequate reason and warning letters issued. If an improvement is not made the school will contact parents by telephone/letter and invite them to a meeting to discuss the reasons. Further unauthorised lates will result in a referral on to the School Attendance Matters Pathway and Early Help Assessment.

4.6 For health and safety reasons it is important that the school knows who is in the building. Students arriving late should therefore report to the main school office. **It is important that all students arriving late following this procedure.** They will be signed in using the school system.

4.7 For the same reason it is important that students leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day report to the main school office and are signed in by an adult.

### 5. **Term-time Leave**

5.1 Kimberworth Community Primary School will consider every application individually; its policy is NOT to grant term time leave other than in the most exceptional circumstances.

- 5.2 Time off school for term time leave including holidays is **not a right**. Parents are strongly advised to complete an application form, with appropriate evidence, in advance of the booking any intended holiday. Schools within the Learning Community will then consider every application individually; their policy is **NOT** to grant any leave of absence other than in the most exceptional of circumstances. If your request for term time leave has not been authorised and you take your child out of school during term time, you *can* be referred to the Local Authority who have the powers to issue a fixed penalty notice per parent per child.
- £60 per parent per child if paid within 21 days.
  - £120 per parent per child if paid 21-28 days.
- 5.3 Kimberworth Community Primary School will consider authorising term time leave (TTL) for:
- children of service personnel and other employees who are unable to take holidays during allocated school holiday periods;
  - when a family needs to spend time together to support each other during or after a crisis;
  - parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.
  - a day of religious observance.
- 5.4 Requests for holidays for the following reason **will not be authorised**:
- cheaper cost of holiday;
  - availability of the desired accommodation;
  - poor weather experienced in school holiday periods; and
  - overlap with beginning or end of term.
- 5.5 Kimberworth Community Primary School will respond to all requests for a leave of absence in writing giving their reasons for the decision.
- 5.6 Kimberworth Community Primary School will **NOT** authorise TTL during periods of national tests, i.e. SATS
- 5.6 Kimberworth Community Primary School will NOT authorise TTL during important transition periods in July and September.

## 6. Extended leave of absence

- 6.1 In considering absence for extended trips overseas Kimberworth Community Primary School will take account of the following:
- previous attendance record;
  - previous authorised/unauthorised term time leave;
  - such visits may be important in terms of children's identity and self-esteem as they grow up;
  - parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);

Where extended leave of absence is granted there will be an expectation that the student undertakes some school-set work during this period.



## **7. Parents'/carers' responsibilities**

7.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Kimberworth Community Primary School.

7.2 Kimberworth Community Primary School expects parents/carers will:

- ensure their children attend the school regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

7.3 Parents will also be expected to:

- notify their child's school on the first day of absence, by telephoning the school office on 01709 740879 before 9.00am, or by speaking to the school office team whilst dropping off siblings. Messages can be left on the school answerphone. Reason for absence should **not** be sent on Class Dojo.
- ensure their children arrive at school on time;
- contact the school without delay if they are concerned about any aspects of their children's school lives. Kimberworth Community Primary School will endeavour to support parents to address their concerns.

## **8. Students' responsibilities**

8.1 All students should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher or group tutor.

8.2 Students should attend all their lessons on time, ready to learn. Students and parents also have a responsibility for following school procedures if the student arrives late.

## **9. Governors' responsibilities**

Section 175 (2)

9.1 The Governing Body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are students at the school.

9.2 The Governing Body has a member who is linked to attendance and meets with the attendance officer to gain a good understanding of how the school follows this policy.

## **10. Conclusion**

10.1 Regular school attendance is a necessary contributor to ensuring the following outcomes:

- attendance at school supports children's emotional and social health and development
- the school curriculum teaches children to be healthy
- schools and the LA have a statutory duty to promote the safety and welfare of children
- the best way to safeguard children is to ensure they attend school regularly
- good school attendance supports children in reaching their maximum potential and enjoying the fulfilment this brings
- membership of a school community builds confidence, gives children a sense of belonging and teaches them to contribute to and be responsible for the well-being of others
- good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style

## 10.2 Reviewing the policy

Kimberworth Community Primary School will review this policy annually.

# KIMBERWORTH COMMUNITY PRIMARY SCHOOL ATTENDANCE POLICY

## A GUIDE FOR PARENTS

### 1. When does my child need to be in school?

Your child should be at school in good time for registration. The morning register will be called promptly at **9.00am**.

### 2. What happens if my child is late?

If your child arrives **after 9.00am** he/she will be marked **late**. If your child arrives after **9:30am** he/she will be marked as an unauthorised late (U) for the whole of the morning session which will affect their attendance.

### 3. Does the School need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence, before 9.00am. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence. If your child must attend a medical appointment in school time we would ask that you provide medical evidence in the form of a letter or appointment card.

### 4. What reasons will the school accept for absences?

- Illness
- Emergency dental / medical appointment (please make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical evidence.

### 5. What is unacceptable?

The school will not authorise absence for holidays, day trips, visiting relatives, shopping or birthdays.

### 6. Will the school contact me if my child is absent?

The school operates a first day response to absences: we will text/ phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance. On returning to school we will require an explanation for the absence unless you have contacted us previously and this has been agreed with school.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

### 7. I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?

While acknowledging the significance of religious observance, school does NOT encourage any absence during term time. Contact your child's school as soon as possible to discuss how this could be approached. The school will not allow such absences to take place during your child's assessment and transition periods. You need to complete an application form for extended term time leave giving the school sufficient notice and details of the circumstances. School may make a Fixed Penalty Notice referral.

**8. What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and is properly equipped. Show your child, by your interest, that you value his/her education by asking about their day, reading their school books and practicing spellings at home.

**9. My child is trying to avoid coming to school. What should I do?**

Contact your child's school immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with an Early Help Worker. The school may also refer you to the Early Help Service who work with staff and families if difficulties with attendance arise.

