



Attendance Policy

2015-2016

Other related academy policies that support this Attendance policy include SEN, Anti Bullying, & Health & Safety and Behaviour Policy

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Reviewed: December 2016

Introduction

Good attendance at school is essential for a pupil's education and establishes a positive working ethos early in life. 100% attendance is certainly possible, but in the event of your child being away from school it is essential that you, the parent inform the school of the reasons for absence.

Why?

- The Education Act 1996 requires parents and carers to ensure their child receives efficient fulltime education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise.
- Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Schools EAB, Local Authority (LA), SPTA and the Department for Education (DfE).
- Parents, guardians and carers must ensure that they are fully aware of the school's attendance policy as any absence will have a huge impact on your child's learning. Regular school attendance is essential and parents, guardians and carers, together with our school staff all have a part to play in ensuring full potential is achieved.
- Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:
- **Authorised Absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
- **Unauthorised Absence:** is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.
- Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.
- Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the school office. (Please note: that the school is not asking any parent to incur a charge for such information and will not be liable for the cost.)
- There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem.
- The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers, the school with its EAB and the Local Authority.

AIMS OF THE POLICY

To promote regular attendance thus offering all pupils equal access to learning.

OBJECTIVES OF THE POLICY

- Meet the Government attendance targets set for us.
- Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- Ensure pupils are in school for the maximum number of days.
- This Policy is designed to help all concerned adults to enable children to attend school regularly and thus be offered the most consistent access to learning as is possible.

SCHOOL RESPONSIBILITIES

- To communicate clearly the attendance procedure and expectations of the school.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place.
- To follow up absences and lateness if parents/carers have not communicated with the school: initially with a first-day absence telephone call.
- Inform parents/carers of what constitutes authorised and unauthorised absences.
- To have systematic and consistent daily records which chart absence and lateness.
- To ensure that registers are taken twice daily: at the start of the morning and afternoon sessions
- To promote good attendance

PARENT RESPONSIBILITIES

- To have children in class ready for teaching by the start of the day.
- To inform school on **every** day of any absence.
- To work with the school to improve lateness and attendance.
- To avoid medical and dental appointments during the school day.
- If parents, guardians or carers are worried about their child's attendance at school they should: talk to their child; it may be something simple that needs your help in resolving
- Talk to your child's class teacher in the first instance.

THE PROCESS FOR MONITORING ATTENDANCE

The school Attendance Officer will log instances of absence and lateness and discuss with the Principal. Where issues persist the following will be initiated:

- Stage 1: Verbal communication with parents outlining concerns
- Stage 2: Initial letter to parents
- Stage 3: Invitation to a meeting in school if attendance is below 85%, with the addition that where attendance levels do not improve between meetings (to a minimum of 1 term), a referral to Targeted Support is made.
Where improvements have been made, but not enough to move into the next category, parents are made aware that, despite this, it is still a serious attendance issue.
Within this category, where parents have failed to attend Panel meetings on two consecutive occasions, the school automatically makes a referral to Targeted Support.
- Stage 4: Formal proceedings towards prosecution

THE ROLE OF THE EDUCATION WELFARE SERVICE (Targeted Support)

The Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states that “if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence.”

EXCEPTIONS

From time to time, the Attendance Panel may use their discretion to lengthen the timescales for improvement in attendance rates where special or extenuating circumstances occur. This may include but not be limited to, periods of extended illness, hospitalisation, and other issues beyond the reasonable control of the parent/carer.

HOLIDAYS IN TERM TIME

The school is not permitted to authorise any holiday absence during term time unless in extenuating circumstances. Parents taking their children out of school for the purpose of a holiday may face a fine as prescribed by Nottinghamshire County Council. The school is likely to refer any parent whose child's attendance at school over any 6 week period falls below 90% as a result of a holiday being taken. The school will only consider authorising holidays in term time under the following exceptional circumstances:

- A parent is a member of the armed forces or a police officer with directed leave
- A terminal illness to a close family member
- Religions observance (up to 3 days per year)
- Other circumstances deemed to be out of the control of the parents

Applications for holidays during term time must be made using the official form which is available from the school office.

LATENESS

Punctuality is an important life skill. It is also polite.

- Children must be in class by 8.50am each day,
- The doors will open for children to enter at 8.40am. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have been taken. Children who arrive after that time must come into the building via the main office, where they will be entered into the late book.
- Lateness will be closely monitored.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists parents, guardians or carers will be invited to attend the school to discuss the problem with the Attendance Officer.

PROMOTING GOOD ATTENDANCE

We celebrate good attendance throughout our School by:

- Daily Points can be earned for arriving at school on time.

- Half termly points are awarded for pupils with 95%-100%
- Weekly certificates are awarded to the classes with the highest attendance,
- Class reward vouchers are awarded for attendance that is better than average



Kingston Park Academy Leave of Absence Request Form

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF
ABSENCE FROM SCHOOL DURING TERM TIME**

Pupil's Name

Year Group/Class

Home Address

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.....

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I wish to apply for my child to be absent from school during the following dates:

Date of first day of holiday Date of last day of holiday

Total Number of school days missed

Reason for absence from school

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(a) I understand the guidance provided overleaf and realise that permission will not be granted unless there are exceptional circumstances.

(b) I understand the guidance with regard to penalty notices (fines).

Name of Parent/Carer making application:

Signed Date

PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL OFFICE GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE. YOU WILL BE INFORMED OF A DECISION AROUND TWO WEEKS BEFORE THE FIRST DAY OF ABSENCE

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1st September 2013.

Term-time holiday

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow headteachers/principals to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers/principals can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that headteachers/principals may not grant any leave of absence during term time unless there are exceptional circumstances.** Headteachers/principals should determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1st September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice.

Parents must, from 1st September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.