

KEMBLE PRIMARY & SIDDINGTON CE PRIMARY SCHOOLS



ATTENDANCE POLICY

Member of staff responsible	Head teacher
Governor responsible	Chair & Vice chair of governors
Sub-Committee responsible	Full Governing Body
Date agreed with staff	N/A
Date discussed with pupils	N/A
Parent group discussions	N/A
Date agreed at Sub-Committee	-
Date approved at Governing Body	29.11.17
Frequency of policy review	3 Yearly
Date next review due	Nov 2020
Statutory Policy	Yes
Review Level	

Document Version Control

Issue Number	Issue Date	Summary of changes
1.1	July 2016	New policy
1.2	Nov 2017	Added new guidance sheets from GCC

Kemble & Siddington School Attendance Policy

1 Introduction

- 1.1 We expect all children on roll to attend every day, when the school is in session, 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 development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will praise those children who are regular attenders. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the Education Act 1996 (Section 444) it states '**If a child of compulsory age who is a registered pupil at the school fails to attend regularly at the school, his parents is guilty of an offence**'. 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 was authorised or unauthorised.

2 Definitions

2.1 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 guardian. For example, if a child has been unwell, the parent 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 and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, or they cannot come to school as a sibling is poorly, this will not mean it is an authorised absence.

2.2 Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

3 If a child is absent

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.
- 3.2 The school should be notified in advance if a child is to be absent and/or the school should be notified on the first morning if a child is sick, and each morning thereafter, unless there will be a known number of days.
- 3.3 A note must be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- ## 4
- 4.1 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.
- 4.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are rare circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a special event. We expect parents and carers to contact the school and complete the

request form at least 2 weeks in advance. This request will be granted if the circumstance is exceptional.

- 4.2 Time off school for family holidays is not a right. Schools have a discretion in 'exceptional circumstances' to authorise a holiday if they believe it is a genuine reason. Parents can be given a Penalty Notice or prosecuted for periods of unauthorised holidays.

For all holiday absences during term time, a formal written request must be made from a person with Parental Responsibility.

5 Long-term absence

- 5.1 When children have an injury e.g. a broken bone, 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.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

6 Repeated unauthorised absences

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, a letter from the Head Teacher will be issued as a warning and a meeting may be arranged. If the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation

- 6.1 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

7 Punctuality

- 7.1 Arriving to school on time is crucial to a child's education. When they arrive late to a lesson it not only makes it more difficult for the teacher and other children in the class to learn/teach but it also makes the late child feel self-conscious and can lead to a significant loss of productivity in the lesson.
- 7.2 If a child is late to school for more than 10 sessions in a term the school can apply to the local authority for a fixed penalty notice to be served to the parent.

8 Rewards for good attendance

- 8.1 All the children who have 100% attendance in any one term will receive a 100% attendance certificate awarded at the last assembly of the term. There are special gold certificates for any child who has excellent attendance for a whole year.

9 Attendance targets

- 9.1 The school sets attendance targets each year. These are agreed by the senior staff and governors. The attendance targets are then agreed with the LA link inspector as well. The targets are challenging yet realistic, and based on attendance figures achieved in previous years and considers national data. We aim for 100% attendance for all pupils and classes, but taking illness into account, hope that each child attend at least 95% of the time. 0% unauthorised absence.

10 Monitoring and review

- 10.1 It is the responsibility of the governors to monitor overall attendance, and they will request the information via the SEF (School Evaluation Form) or head teacher reports to governors and monitor attendance for vulnerable groups. 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 to them, and seek to ensure that our attendance figures are as high as they should be.

- 10.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 10.3 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher, who will contact the parents or guardians.

Appendix : Leave of Absence Form (see below)

When a child starts school, the school will issue a booklet all about attendance. The policy and guidance leaflets will be available on the school website.



KEMBLE PRIMARY SIDDINGTON CHURCH OF ENGLAND PRIMARY
SCHOOLS
Leave of Absence Request Form



Please use this form if you want to take your child out of school during term time. Please note the only reasons we can agree to this below:

PLEASE REMEMBER

Absence from school can seriously disrupt your child’s continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we want to avoid.

The ONLY reasons I can authorise a leave of absence:

1. If a family member is in one of the armed forces and due to this, the family needs to spend time together before or after a tour of duty.
2. For an exceptional medical reason, eg, to spend time with a loved one who has a terminal illness

I would like to take my son / daughter out of school from
..... to This absence must be in
term time because:.....
.....
.....
.....

Signed:Parent / carer / guardian Relationship to child:

Authorised by:.....Head teacher / governor

This form must be handed in at least 2 weeks before the planned absence.

.....
Head teacher – reply slip to parents

RE: (child’s name) Year:
.....

Current absence for this year to date:Under 90% will not be granted.

I authorise / do not authorise this request of absence from to
because.....

Signed:Date:.....

