

Kenningtons Primary Academy

Attendance Policy – December 2017

“Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.” School Attendance, DfE, November 2016

Aim/Purpose

This policy sets out the principles, procedures and practices followed Kenningtons Primary Academy in managing, monitoring and improving attendance in a clear and co-ordinated way.

Parents and Carers have the prime responsibility for sending their children to school regularly and on time, whilst every member of staff in the school has a responsibility and duty to promote good attendance.

The documents listed below summarise the legal powers and duties that govern school attendance. They explain how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

Schools have a responsibility to identify and understand reasons for poor attendance and support the family in improving.

Responsibilities and Expectations of Parents/Carers and Pupils

- Every child of compulsory school age must be registered at school or alternative arrangements need to be made to provide a suitable education
- Parents/carers have a duty to ensure that their children attend school regularly and on time
- Comply with the Home-School Agreement

- Parents/carers are responsible for ensuring their child arrives at school, on time, suitably dressed and in a fit condition to learn
- Parents/carers are responsible for contacting school on the first day of a child's absence to provide a reason for absence
- Wherever possible, parents/carers should make appointments for visits to doctors and dentists outside of school hours
- Parents/carers should keep the school informed of any changes or circumstances that may affect attendance
- In the event the school receives no contact from parents regarding a child's absence, an unauthorised absence note will be sent home for completion. This should be returned to school as soon as possible.
- Parents/carers should support the school in their endeavour to improve attendance by adhering to the zero tolerance policy and taking holidays out of term time.

Roles and Responsibilities of School Staff

Governors

- Set Attendance policy.

Headteacher/Senior Leader

- Set annual targets for reducing absence.
- Appoint an attendance officer to undertake administration role.
- Hold termly attendance panels for those with poor attendance.
- To make referrals to the Education Welfare Service (EWS).

Pastoral Manager

- Regularly and routinely monitor attendance trends within the school
- Implement Scale of Escalation.
- Report back as required on attendance of identified pupil groups e.g. 'looked-after' children
- Instigate letters requesting details and reasons for absence
- Liaise with parents and discuss concerns/issues re attendance

Kenningtons Primary Academy Admin Staff

- Regularly and routinely monitor attendance trends within the school
- Conduct 1st day absence calls in the case of non-notified absence
- Text messages may be sent if there is no response to numbers on system
- Update day to day attendance data onto the SIMS system

Class Teachers / Form tutors

- Conduct registration at least twice daily

- Raise concerns regarding attendance with the Pastoral Manager.
- Linking data on predicted attainment and achieved attainment for pupils whose attendance is erratic

Registration Procedures including Punctuality/Lateness

- Duty teachers are stationed at the entry doors into the school at 8:45am each morning to admit children into the school building. Parents are not permitted to accompany their children into the building but may pass written notes to the member of staff on the door for the class teacher. Teachers will be relieved of door duty by the Duty TA at 8:50am. Doors are shut and secured at 8:55am. Any children who arrive after this time must be directed to the School Office.
- The register is taken at 8:55am and then sent straight to the office. Children arriving after 8:55am must enter the school by the office and will be entered as 'late' in the register by the office staff. Children entering through the office will be given a late ticket to show to their class teacher.
- The registers are open for 30 minutes. If children arrive during this period (but after the register has been called) they are marked with an 'L' for late – this mark can be recorded by either the class teacher or administrator in the office. As it is a legal document, only a member of staff can take the register.
- Arrival after 9.30am is recorded with a 'U' and classified officially as an unauthorised absence. The time and reason will be recorded on SIMS. Registrations are completed at least twice a day at the start of both sessions – morning and afternoon
- The office records all pupils who are late arrivals and reasons why, morning and afternoon, on a daily basis. The office also records reasons for lateness.
- Children who go home for lunch or appointments need to be back in school by 12.50pm. Pupils returning later than this will receive a late mark.

Categories of Absence

- **Illness, medical and dental appointments:** Such absences may be authorised, provided that the school is satisfied that the illness, appointments etc are genuine. School monitors absence and will send letters if it is felt that illness, medical or dental appointments are affecting attendance and learning. It is legitimate to request evidence. The evidence can be a doctor's certificate, sight of the medicine bottle, appointment card or copy of the prescription. If parents inform school that they are unable to provide evidence due to an ongoing illness school may, with written parental consent, write to the doctor and request evidence.
- **Holiday:** Any holiday taken during term time will be recorded as unauthorised holiday (Code G)
- **Special occasions:** Parents should write a letter to the Headteacher explaining circumstances. Each request will be treated individually. Please note in the majority of cases absences of this nature will not be authorised.

- **Family bereavement:** We will respond sensitively to requests for leave of absence to attend funerals or associated events. The parent should write to the Headteacher explaining circumstances.
- **Educated offsite:** If a parent notifies school in writing that they intend withdraw their child from school to home-educate the school will inform Education Welfare Service immediately and awaited notification from EWS before removing the child from the school roll.

Exclusion is treated as an authorised absence, unless full-time provision is made to which pupil does not attend and there is no reason given, or the reason is considered inadequate. In this instance, the absence will be unauthorised.

Registration Codes

- Registration Code / \: Present in school / = am \ = pm
- Code L: Late arrival before the register has closed
- Code B: Off-site educational activity
- Code D: Dual Registered - at another educational establishment
- Code J: At an interview with prospective employers, or another educational establishment
- Code P: Participating in a supervised sporting activity
- Code V: Educational visit or trip
- Code W: Work experience
- Code C: Leave of absence authorised by the school
- Code E: Excluded but no alternative provision made
- Code I: Illness (not medical or dental appointments)
- Code M: Medical or dental appointments
- Code R: Religious observance
- Code S: Study leave
- Code T: Gypsy, Roma and Traveller absence
- Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.
- Code N: Reason for absence not yet provided
- Code O: Absent from school without authorisation

- Code U: Arrived in school after registration closed
- Code X: Not required to be in school
- Code Y: Unable to attend due to exceptional circumstances
- Code Z: Pupil not on admission register

Pupils Moving to a New Address and/or School

Where the parent of a pupil notifies the school that the pupil will live at another address, the school must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, the school must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

When a pupil moves to a new school they will not be removed from the Kenningtons Primary Academy register until it has been confirmed by the new school that the pupil has started there.

Dual Registered Pupils

Pupils attending on a dual registered basis are primarily the responsibility of their home school. Regular contact will be made with the dual rolled school for updates on the pupil's attendance.

Travellers

To ensure the school complies with safeguarding responsibilities, parents who wish to take their child out of school to go travelling will be required to complete a form detailing contact information and when they expect their child to return to school (Appendix 1).

Home Educated Children

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Schools and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school

or local authority's agreement to educate their child at home. Under regulation 12 of the Education (Pupil Registration) (England) Regulations 2006 (as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016). Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school (Section 7 of the Education Act 1996).

Strategies for Reducing Absence

The following strategies to reduce unauthorised absence will be implemented:

- Reminders on newsletters regarding the need to inform the school of illness or to submit medical notes
- Recognition on the newsletter for good attendance
- Absence due to illness monitored and medical evidence requested
- Interaction with the family to provide necessary support
- Implementation of parenting contract between the school and family
- Strategies tailor made to suit specific needs of child and/or family
- Escalation to EWS if necessary.
- Attendance Panel.
- Home visits when a pupil has multiple days off with no contact from home.

Signed on behalf of the Governing Body:

Sarah Lewis (CHAIR OF GOVERNORS)

Date adopted: 7/12/17

Date for review:

Dec. 2020

Appendix 1

To ensure we are complying with our safeguarding responsibilities, please could you complete the following form on all occasions when your child will be absent from school due to travelling.

Child's Name: will be travelling with Mother / Father /
Grandparents (please delete as appropriate).

Date from.....and will return to school on

Child's name.....will be travelling to: (location if
known.....

Contact telephone number:.....

Contact

address:.....
.....
.....

Please return the completed form to the office prior to travelling. If you are unable to do so please contact the school and a member of staff will complete this with you by phone.

If your child does not return to school on the expected date, and no contact can be made with you, the school may make a referral to the Education Welfare Service under the category of 'missing'.

