



Kings Avenue Primary School

Attendance Policy

Agreed by Governing Body: November 2021

Due for review: November 2024

Signed:
(Chair of Governors)

Aims

Our attendance policy aims to:

- Support pupils and their parent/carers in the establishment of the highest possible levels of attendance and punctuality;
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning;
- Enable pupils to progress smoothly, confidently and with continuity through the school;
- Make parent/carers aware of their legal responsibilities;
- Ensure attendance meets government and local authority's targets

This policy has been devised in consultation with staff, governors, children and parents.

Being at School

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parent/Carers and the school staff should work in partnership in making education a success and ensuring that all children have full and equal access to all that the school has to offer. As a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

Kings Avenue aims to provide the highest standards of education, in an inclusive environment through effective learning and teaching for all, with a broad, balanced and personalised, relevant curriculum that includes all statutory requirements. We value equality and inclusion. We believe in supporting all learners to become confident individuals, able to live safe, healthy and fulfilling lives. Consequently, becoming lifelong learners and responsible citizens who make a positive contribution to society and who deal effectively with economic, social and cultural change.

Expectations

We expect that all pupils will:

- Attend school every day
- Attend school punctually
- Attend appropriately prepared for the day
- Discuss promptly with their class teacher or school office any problems that may affect their school attendance.

We expect that all parent/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Ensure that they contact the school daily of absence or if known in advance, whenever their child is unable to attend school; giving the reason and the expected time they will be away from school on their first day of absence.

- Notify the school of any home circumstances that might affect the behaviour and learning of their children
- Notify the school immediately of any changes to contact details

We expect that the school will:

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Provide a sympathetic response to any child's or parent's concerns.
- Keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality.
- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Follow up all the unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- Encourage good attendance and punctuality through a system of reward and recognition.
- Regularly inform parents of the attendance percentage of all pupils.
- Make initial enquiries regarding pupils who are not attending regularly.
- Meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to Education Welfare. Failure by the family to comply with the planned support set by Education welfare may result in further actions e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order.

Governors

It is the Governors legal responsibility to monitor and evaluate the attendance in their schools. The school attendance figures are presented to the Governing Body on a termly basis.

Register Procedures

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. For school pupils the main playground is supervised from 8.30am and the school doors are open from 8.45am until 8.55am.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 8.45am and pupils who arrive late but before the closure of the registers will be recorded as late in the register.
- Registers close at 9.00am and after this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority.
- Afternoon registration is taken at 1.00pm
- Persistent lateness by a pupil will be dealt with through the Learning Mentor and maybe referred to Education Welfare.

- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary.

Pupil Leaving During the School Day

During school hours' school staff are legally in loco parentis and therefore must know where the pupils are during the school day.

- Pupils are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time.
- Parents are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- Pupils must be signed out on leaving the school and be signed back in on their return. Where a pupil is being collected from the school, parents are to report to the school office before the pupil is allowed to leave the site.
- If a pupil leaves the school site without permission their parents will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the police and register the pupils as a missing person.

Leave of Absence

The school holiday dates are published a year in advance and leave of absence will not be authorised during such periods. INSET days are published as soon as the school have agreed these, but may be subject to change.

In line with the Government's amendments to the 2006 regulations (appendix 1), holidays during term time will NOT be authorised. The Head teacher and Governors have determined that:

- In exceptional circumstances permission may be granted for a maximum of five days of holiday providing your child has a good (96% or higher) attendance record over the previous three terms.
- Where leave of absence in term time is due to exceptional circumstances, an application form must be requested from the school office and submitted for consideration by the Head teacher on behalf of the school governors, no less than 2 weeks prior to the requested date. Consideration will then be given to the pupil's previous school attendance and that the time requested does not exceed five school days in any one academic year.
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified.

Penalty Notice

Penalty Notices can be issued for unauthorised leave and may also be issued when a pupil is stopped by Truancy Patrol or if a parent/carer fails to ensure regular school attendance.

Penalty Notices for Holidays

In accordance with guidance from Lambeth council, holidays during SATS and other external exam periods will not be authorised by the school and a Penalty Notice may be issued.

In line with the amendments made to the Education (Penalty Notices) (England) Regulations 2007 please note the following:

- The Head teacher can now request that the local authority issue a Penalty Notice to parents, when pupils are taken out of school for holiday or leave of absence without school authorisation.
- The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days ● Penalty notices are issued to each parent, for each child.

Changing Schools

It is important that if families decide to send their child to a different school they inform Kings Avenue Primary School as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next ● The address of the new school
- A new home address if appropriate

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority Tracking Officer and Education Welfare.

First Day of Absence

If a child is absent from school, the parent / carer should contact the school on 020 7622 1208 by 8.45am. If a parent/carers does not inform the school a member of the Admin Staff will ring the numbers on the pupil's contact list to ascertain why the child is absent.

The school is aiming to achieve an attendance target of 97%.

If a pupil's attendance falls below 92% there is a clear strategy of intervention in place.

Strategy of Intervention

If a pupil's attendance falls below 96%

- A Warning Letter will be sent home raising the concern as to the child's attendance dipping.

If a pupil's attendance falls below 94%

- Parents will be invited into school to an Attendance Panel (SAP) Meeting together with the Learning Mentor and Education Welfare Officer.
- An Action plan will be set up
- A School Attendance contract and support plan will be incorporated. This contract will be signed by parent/ carers
- Attendance will then be monitored over a four-week period. An Attendance and Punctuality Card will be sent home on a weekly basis.

If a pupil's attendance falls below 92%

If after monitoring no improvement is made a Court Warning letter will be issued.

- Outside Agencies may be involved and matter will be directed to Lambeth Borough Panel if attendance continues to fall and no improvement is made.

The Head of School and the Learning Mentor are available to parent/carers at the school entrance at the beginning and end of the day and are able to answer any queries about attendance.

Parents are expected to complete a Special Leave request form if wanting to take their children out of school for any reason during Term Time. The Head of School will meet with them to discuss options and consequences. Their attendance level will be taken into consideration.

Attendance and Punctuality have a high profile in school. The Head of School talks about attendance and punctuality in Assemblies.

At the end of each school term certificates and rewards are presented for excellent and improved attendance.

Appendix One

The Education (Pupil Registration) (England) Regulations 2006

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

Term-Time Holiday

The Education (Pupil Registration) (England) Regulations 2006 currently allow head teachers 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. Head teachers 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 head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers 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 1 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 1 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.