

WALES LEARNING COMMUNITY

ATTENDANCE AND PUNCTUALITY POLICY

REVISION DATE	APPROVED BY	DATE OF APPROVAL

Circulation:

Anston Hillcrest Primary School, Harthill Primary School, Kiveton Park Infant School, Kiveton Park Meadows Junior School, Thurcroft Infant School, Thurcroft Junior School, Todwick Primary School, Wales Primary School, Wales High School, Willows School



Attendance and Punctuality Policy

This policy has been developed in conjunction with the DfE and LA Guidance.

Reference to Parent/Carer throughout this document also includes any person who has parental responsibility or who cares for children.

Reference to school throughout this document includes Anston Hillcrest Primary School, Harthill Primary School, Kiveton Park Infant School, Kiveton Park Meadows Junior School, Thurcroft Infant School, Thurcroft Junior School, Todwick Primary School, Wales Primary School, Wales High School and the Willows School.

Aims and Principles of Good Attendance

- The school is committed to maximising the achievement and attainment of all pupils.
- There is a clear link between good attendance and educational achievement.
- Regular and punctual attendance is vital if pupils are to benefit fully from the academic, personal and social opportunities which are offered to them within the school.
- Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels.
- A broad and balanced education is dependant on regular attendance at school.
- School will take appropriate action to promote and encourage good attendance.
- Target 95%

Statement of Expectations

The school expects of the pupils:

- To attend regularly.
- To arrive on time, appropriately prepared for the day.
- To report to reception/attendance office when late.

The school expects of the parents/carers:

- To fulfil their responsibility by ensuring their children attend school regularly and on time.
- To inform the school of any reason that will prevent their child from attending.
- To ensure that they contact the school on the first day their child is unable to attend and at regular intervals with updates giving a valid reason for absence.
- To ensure their child arrives on time and is well prepared for the school day.
- To contact the school in confidence whenever any problem occurs that may keep

their child away from school.

- To inform the school of any forthcoming appointments, giving copies of letters and appointment cards to school and where possible, arrange appointments outside of the school day.
 - Where appointments are booked for after registration time, pupils must attend school first.
 - The pupil needs to return to school as soon as possible after the appointment, where possible.

If a pupil leaves the school premises for any reason during the school day, staff will ensure that this is recorded, (together with signing back in if they return) to comply with Health and Safety Regulations.

Leave of Absence Requests

In line with amendments to the Education (Pupil Registration) Regulations 2006 with effect from 1st September 2013.

- **No requests for leave of absence for the purpose of a family holiday during term time can be authorised except in exceptional circumstances in which the Headteacher has to establish how many days a child may be absent,**

Examples of exceptional circumstances are:

- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- Where a holiday is recommended as part of a child or parent's rehabilitation from a medical or emotional issue. **Evidence must be produced from a doctor or professional body.**

If a parent/carer takes their child out of school during term time, without authorisation, the Headteacher may have to make a request to the Local Authority to issue a **Fixed Penalty Notice**. If a Fixed Penalty Notice is issued, the penalty is £60 per child per parent/carer when the payment is made within 21 days. After that time it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority.

Any applications where there are deemed to be exceptional circumstances may be required to attend an appointment with the Head teacher.

What parents and pupils can expect of the school

- A broad and balanced education that is dependant on regular attendance at school.
- The encouragement and promotion of good attendance with a rewards system in place.
- Efficient and accurate recordings of attendances and punctuality.

- First day and regular contact with parents when a pupil fails to attend school.
- Any barriers to attendance dealt with efficiently.
- Close liaison with the Education Welfare Service Team to assist and support families where needed.
- Notification to parents/carers of attendance through letters home and meetings in school.
- When a pupil's attendance falls below 95% in a half term, parents will be sent a letter advising that their child's attendance is of concern and support will be offered to improve attendance, also saying that failure to attend school regularly and on time could result in prosecution under section 444 of the Education Act. If there is no improvement parents/carers may be required to meet with the School's Attendance Panel.

Understanding Different Types of Absence

Only school can authorise absence as authorised or unauthorised, not parents/carers. This is why information about the cause of any absence is always required to ensure a pupil's attendance is correctly categorised.

Authorised absences are mornings or afternoons away from school for an acceptable reason, for example; illness and/or medical/dental appointments which unavoidably fall in the school day, emergencies or other unavoidable reasons.

Unauthorised absences are those which the school does not consider to be reasonable and for which no 'leave' has been given. This type of absence can lead to the local authority using sanctions and/or legal proceedings. This includes:

- Parents keeping children away from school unnecessarily
- Truancy before or during the school day
- Absence that has never been properly explained
- Pupils who arrive in school too late to receive their mark
- Shopping, looking after other children or birthdays
- Leave of absence for the purpose of a holiday in term time that has not been agreed with the Headteacher.

Whilst most pupils will be away from school because of illness, some individuals can be reluctant to attend. Any such problems with regular attendance are best resolved between the school and the family. If a parent thinks their child is reluctant to attend school then we encourage the family to work with all involved to understand the root problem. When necessary we engage the support of other agencies such as the School Nurse and the Education Welfare Service.

- Each day counts for two (am/pm) marks of attendance or absence.

Response to Attendance Issues

- This Wales Learning Community policy and procedures document to improve attendance will be reviewed each July.

- The Wales Learning Community will identify and monitor pupils whose attendance gives cause for concern. This being 95% or less.
- Returns on persistent absences will be made to the Local Authority each half term.
- Appropriate strategies will be employed in order to address the attendance of individual pupils.
- After long periods of absence, re-integration procedures will be followed.
- Attendance data will be collected, analysed and monitored. The Wales Learning Community will respond to any areas of concern identified.

KIVETON PARK INFANT SCHOOL ATTENDANCE PROCEDURES

Additional leave of absence procedures

- All applications for leave (authorised or unauthorised) will only be confirmed two weeks before the holiday date in order that a decision can take into account a child's current attendance (even in exceptional circumstances).

Registration procedure

- Nursery (FS1) sessions are 8:45am until 11:45am each morning and 12:15pm until 3:15pm in the afternoon.
- Reception (FS2) registration begins at 9:00am each morning and at 1:00pm in the afternoon.
- Key Stage 1 registration begins at 9:00am each morning and at 1:00pm in the afternoon.
- Class teachers should insert a mark for every pupil whether it is a present mark or an absent mark. All marks must be made accurately in black ink.
- Staff should be in their classroom 15 minutes before the start of the morning registration period.
- If pupils arrive after 9:05am or after 1:05pm they will be deemed to be late and will have to report to the school office to register attendance. The pupil will be issued with a late slip which will be collected by the teacher when the child arrives in class.
- The morning register closes in the office at 10.30 am after which absence will be recorded as an unauthorised. Unless a medical appointment has been attended, where a medical mark will be made or details of an authorised absence have been made available to the office by a parent/carer.
- The register will be brought to the school office immediately after morning and afternoon registration to allow for perusal by the Attendance Officer.

Responding to lateness

- Pupils arriving after morning or afternoon registration will report to the school office, where the late book will be filled in with the time and reason for the lateness. After 5 recordings of lateness, a punctuality letter will be sent and punctuality will be monitored by the Educational Welfare Officer. After a further 5 recordings of lateness a second letter will be sent inviting parent/carers to an attendance panel meeting with the Head teacher.
- From time to time the Education Welfare Officer will do a 'Late Gate'.

- Pupils who are late at our primary schools will be issued with a late slip that is collected by the class teacher and discussed at the parent/teacher interview.

NOTES FOR THE COMPLETION OF THE APPLICATION FORM

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 1 September 2013.

Term-time holiday

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 may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers 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

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 21 days; or £120 if they pay within 28 days. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school.

Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority.

Dear Parent/Carer

Attendance

I am writing to confirm the amendments to the Education (Pupil Registration) Regulations 2006 which come into effect from 1st September 2013. This means that from that date:

- **no requests for leave of absence for the purpose of a family holiday during term time can be authorised except in exceptional circumstances and in that case I have to determine how many days a child may be absent.**

The definition of exceptional circumstances is:

- Service personnel returning from/scheduled to embark upon a tour of duty abroad.
- Where a holiday is recommended as part of a child or parent's rehabilitation from a medical or emotional issue. **Evidence must be produced from a doctor or professional body.**

If you take your child out of school during term time, without my authorisation as the Head Teacher I will have to make a request to the Local Authority to issue a **Fixed Penalty Notice**. If a Fixed Penalty Notice is issued, the penalty is £60 per child per parent/carer when the payment is made within 21 days. After that time it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority. **Any holidays booked prior to 1st September would be exempt from the Fixed Penalty Notice providing documentary evidence could be provided.**

I understand parents/carers may have individual concerns about these changes which they wish to discuss. Any information you share will, of course, be treated in the strictest confidence. For parents/carers information a copy of the new Wales Learning Community Attendance Policy can be found on our website – kivetonparkinfants.co.uk.

You can find more information on the Department for Education Website at www.education.gov.uk and follow the link or search for 'attendance'.

Yours sincerely,

Mr A Krabbendam
Head teacher



