



**WORTH PRIMARY SCHOOL**  
"lifelong learning"

# Worth Primary School Attendance Policy.

Prepared by Jade Lee: January, 2017

Agreed by Governors: January 2017

To be reviewed: December 2018

### **Statement of Intent**

Worth Primary School is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

This includes;

- Certificates for children whose attendance is 95-100% each term.
- An extra 'Attendance reward' for each child who ends the term on 100% e.g. a pencil set.
- Attendance Ted- Ted is issued to the class who has the best attendance each week.

The Governors, Head Teacher and Staff in partnership with parents have a duty to promote full attendance at Worth Primary School.

### **Parental Responsibility**

Parents have a legal duty to ensure that their child (ren) attend school regularly and arrive on time. Regular attendance is essential to the all whole development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe.

Pupils are expected to arrive by 8.45am when the school gates open. All pupils that arrive late must report, with their parent, to the school office where the reason for lateness is recorded.

### **The Role of the School Staff**

The Head Teacher has overall responsibility for attendance.

Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006).

Teachers mark pupils who are present. The register is then taken to the Business Manager who will add any information regarding late or absent children. She will then liaise with the Head Teacher regarding any absences.

It is the responsibility of The Head teacher to ensure:

Attendance and lateness records are up to date.

If no reason for absence has been provided, parents are contacted on the first day of absence. Where there has been no communication, letters are sent to parents requesting reasons for absence with a seven day reply deadline before the absence is unauthorised.

The appropriate attendance code is entered into the register.

Parents informed termly of child's attendance figure.

### **Timeline of School Action for Poor Attendance.**

95 - 100% attendance - Headteacher to monitor.

90 - 95% attendance - monitored through attendance meetings with Head Teacher and school intervention letters/meeting with parents- monitored through Project 95.

Below 90% - consider Attendance Service contacting SLO (Robert Vyskocil) if there has been no progress after attendance meeting with Head Teacher. A Penalty Notice referral could be issued where the absences have not been

authorised and referral criteria are met. The school will follow procedures outlined by KCC if a referral is to be made.

### **Children Missing Education.**

No child will be removed from the school roll without consultation between the Head Teacher and the Attendance Service. Where a child is missing from education, Local Authority guidance will be followed.

### **Lateness**

At Worth Primary School the register is taken at 9.00 am and 1.20pm. Pupils arriving after these times must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded in the school Late Book. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.30 am and 1.50 pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness will be discussed with parents at open evenings and may be referred to the School Liaison Officer. It can provide grounds for prosecution or Penalty Notice.

### **Penalty Notice Proceedings for Lateness.**

5 days (10 sessions) of unauthorised absence including arrival after the registers have closed in a term may lead to a referral to the Attendance Service (AS) for a Penalty Notice Warning Letter.

The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded.

If unauthorised absence is recorded during the 15 day period, Penalty Notice(s) will be issued (one per parent per child). Where a Penalty Notice is not paid within 28 days of issue, Attendance Service may instigate court proceedings.

## **Authorising Absence.**

Only the Head Teacher can authorise absence. Where there is doubt, the Head Teacher, on behalf of the governing body, should take a consistent approach. The absence must be unavoidable. The Head Teacher is not obliged to accept a parent's explanation, a letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. If no explanation is received, absences will not be authorised.

Absence (leave) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent non- specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons.
- Child's/family birthday
- Shopping trip
- Family Holidays

## **Attendance and Lateness**

If a new pupil has a history of poor attendance at their previous school, there will be a pre-start attendance meeting held. The school has a 'five-step' approach to monitoring absence and lateness. It will not always be appropriate to progress through all of these steps or even to carry them out in the order listed. Responsible staff will use discretion and discuss each case carefully.

### 'Five Steps'

1. Where there has been no contact from parents, first day calling for all pupils.
2. Discussion with Head or SLO to identify pupils with attendance below 90%, monitoring trends in pupil attendance and lateness, allocation of support.

3. Invitation to meet with school staff.
4. Initiate a referral to Early Help if necessary.
5. Referral to Attendance Service

Reasons for absence are recorded and retained by the school. When a referral to the Attendance Service is made, the child's Registration Certificate, copies of all letters sent to parents and minutes of any meetings MUST be attached to the completed AS1 referral form with any other relevant information.

### **Local Authority Action.**

Where there is no improvement in a pupil's attendance and/or there is at least 10 sessions (5 days) unauthorised absence in a term (Autumn/Spring/Summer) the school will consider the following:

School Liaison Actions.

This may include:

- Attendance Improvement Meeting
- Home visits
- Sign posting to supportive agencies e.g. Child and Adolescent Mental Health Service, Social Services and Early Help.
- Fast Track to Prosecution

### **Penalty Notices for Poor Attendance.**

- Penalty Notices are issued in accordance with the Attendance Service Code of Conduct.
- The Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded.
- If unauthorised absence is recorded during the 15 day period a Penalty Notice will be issued (one per parent per child)

Penalty Notices will be issued in the following circumstances:

- Truancy
- Parentally-condoned absences
- Persistent lateness after the register has closed
- Being present in a public place without reasonable justification during the first

5 days of any fixed term or permanent exclusion.

Where Penalty Notices are imposed, the regulations state that the penalty will be;

£120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty Notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority.

### **Leave of Absence/Holiday.**

From September 2013 the Department for Education have amended the Pupil Registration Regulations, removing the Head Teacher's ability to authorise leave of absence for the purpose of a family holiday.

Section 444 of the Education Act 1996 says that parents are guilty of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport.

In law, these are the only acceptable reasons for a child being absent from school. The Head Teacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Head Teacher, acting on behalf of the

Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Head Teacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

**Exceptional Circumstances** - Family holidays, for whatever reason, cannot be approved, even if the parent is unable to take time off work at any other time. An "exceptional circumstance" would have to be defined as an unavoidable cause e.g. a one-off emergency situation which prevents the child from attending school. Requests for holidays in term time will not be authorised. If the absence is not authorised and the holiday is taken anyway, the Head Teacher may liaise with the SLO to take effective action. This could include a Penalty Notice.

### **Penalty Notice Proceedings for Unauthorised Leave**

- Penalty Notices are issued in accordance with the Attendance Service Code of Conduct. Attendance Service receives a request to issue a Penalty Notice for unauthorised leave of 10 or more school sessions (5 days). Attendance Service issue Penalty Notice(s) (one per parent per child)

If Penalty Notice(s) is/are not paid within 28 days of issue, Attendance Service may instigate court proceedings.