



# KINGSWOOD PRIMARY ACADEMY

## **Attendance Policy**

**Kingswood Primary Academy**

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# **Pupil Attendance Policy**

## **Introduction**

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them.

The Kingswood Primary Academy takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to under-achievement and low attainment and impedes the child's ability to develop friendship groups within the Academy.

This policy has been developed in consultation with Teachers, Education Welfare Services and pupils' parents and guardians. It seeks to ensure that all parties involved

in the practicalities of school attendance are aware and informed of attendance matters in the Academy and to outline the Academy's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

The policy will aim to raise and maintain levels of attendance by:

- ◆ Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- ◆ Raising the awareness of the importance of a differentiated and relevant curriculum
- ◆ Promoting opportunities to celebrate and reward pupil's successes and achievements
- ◆ Raising awareness of the importance of good attendance
- ◆ Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

## **Statement of Expectations;**

Pupils have a responsibility to themselves and others to play a positive role in the life of the Academy and to make the most of the educational opportunities available.

## **What is expected of pupils:**

- ◆ To respect themselves and others
- ◆ To do all they can to attend school regularly and punctually
- ◆ To inform a trusted adult if they feel that they are being bullied
- ◆ To encourage friendship and a sense of belonging
- ◆ To be happy and encourage others to feel happy

Parents have the prime responsibility for ensuring that their child attends school regularly and punctually. They also have a legal responsibility to ensure that their children attend regularly, and stay in school for every lesson after they have registered.

Parents should also make sure that the children arrive on time, are properly dressed, have the right equipment and are in a fit state to benefit from the education offered to them. Parents may be prosecuted if a child does not attend school regularly and punctually. This will be done under the 1996 Education Act and aims to ensure that parents carry out their duty to secure suitable education for their children.

If a child is in the care of foster parents or in a residential home, it is important that the carers recognise their parenting role where attendance to school is concerned. They will be supported by close co-operation between the school, education welfare services and the social services where such a child's attendance is irregular.

### **What is expected of parents:**

- ◆ To keep requests for their child to be absent to a minimum and only under "exceptional circumstances";
- ◆ To offer a reason for any period of absence, preferably before the absence or on the first day of absence;
- ◆ To ensure that their child arrives at the Academy on time, properly dressed, with the right equipment and in a condition to learn. A reason should be offered for any lateness;
- ◆ To work closely with the Academy and/or Education Entitlement Team to resolve any problems that may impede a child's attendance;
- ◆ To take family holidays during school holiday periods, be aware that requests for holidays during term time will be refused except in special/exceptional circumstances and be aware that penalty notices may be issued for unauthorised holidays;
- ◆ To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATS or the numeracy and literacy sessions;
- ◆ To support their child and recognise their successes and achievements;
- ◆ Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of five (5) school days.

The Academy will endeavour to provide an environment that is conducive in educating every individual pupil. Attendance will be positively supported wherever possible and the promotion of good communication and co-operation between all parties involved will be paramount.

The Academy has a statutory responsibility to record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions. A register of attendance has to be taken once at the start of the morning session and once during the afternoon session. The register has to record whether a pupil is present, engaged in an approved educational activity off site or absent. If a pupil is absent, the register must record whether the absence was authorised or unauthorised.

## **What is expected of the Academy:**

- ◆ To create an Academy ethos that pupils want to be part of
- ◆ To meet the legal requirements set out by Government
- ◆ To give a high priority to punctuality and attendance
- ◆ To develop procedures that enable the Academy to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absence with effective monitoring and intervention
- ◆ To consistently record authorised and unauthorised absences within the guidance of the 1995 Education Act
- ◆ To develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance
- ◆ To encourage open communication channels between home and the Academy
- ◆ To develop procedures for the reintegration of long term absentees
- ◆ To develop procedures leading to a formal parent contract between parents and the Academy
- ◆ To develop procedures leading to a formal referral to the Entitlement Team.
- ◆ To adequately provide for pupils with difficulties, within the bounds of the resources available and ensure the appropriate delivery of the curriculum
- ◆ To pursue unauthorised absences through fixed penalty notices if:
  - 5 consecutive days of unauthorised absence
  - An accumulation of unauthorised absence leading to an attendance of 85% or less
- ◆ Fixed penalty notices of £60 is issued to each parent for each child (two parent family, two children = £240)

The Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Education Entitlement Team, the Local Authority provides support to schools and parents to fulfil their legal duty. The EET is the enforcement agency of the LA and as well as providing guidance and support through its officers may take a parent to court for not fulfilling their duty under section 444 of the Education act 1996. The court may fine the parent and put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order.

## **School Procedures for Recording and Monitoring Attendance**

### **Recording**

The class teacher will take a register, recording who is present and absent from school at **8.55am**.

At **9.10am** the register is taken to the Academy office. Any late pupils should then enter the Academy through the main entrance. If any pupil arrives late the details are recorded in a late book that records the name, class, time and reason for lateness. All staff members need to be aware that any child arriving late **MUST** register at the office for purposes of fire regulations.

The register officially closes at **9.30am** and any pupil arriving after this will be marked with a **U** code which indicates that the child arrived after the registers have closed. On occasions where a manual register has had to be used the absences from that morning will be recorded onto the electronic registration

system by office staff. The offered reasons for any lates from the previous day or any absences will be assessed and the appropriate code entered into the electronic system.

The afternoon session begins at **12.55pm** for **Reception, Year 1 and Year 2** and **1.00pm** for **Years 3, 4, 5 and 6** and the register is again taken at these times. Where children are sent home due to illness or have a medical appointment in the afternoon, this must be recorded in the appropriate book situated in the Academy office.

## **Kingswood Primary Academy Attendance Monitoring System**

THE PREVIOUS YEARS ATTENDANCE IS REVIEWED AT THE BEGINNING OF THE NEW SCHOOL YEAR AND A LETTER SENT TO PARENTS WITH CHILDREN BELOW 90% and appointments made to see parents

First day response is carried out daily for absent "vulnerable or poor attenders" only (It is the parents legal responsibility to let the Academy know if their child is absent)

A phone call is made to parents on the second day of a child's absence if there has been no contact by the parents.(all children included now)

5 weekly checks of attendance (Attendance Officer) to identify pupils with below 80% and below 90% and 95% attendance for that period

### **Pupils identified with attendance below 90%**

Attendance Officer Letter/meetings with Attendance Officer/Teacher  
Observe and support where required

### **Pupils identified with attendance below 80% or no improvement between 80 – 90%**

1. Staged letters/phone calls to parents
2. Letters increase in severity.
3. Meetings with Attendance Officer
4. Meetings with Principal
5. Parent contract meeting.
6. Referral to EET becomes necessary.
7. 5 weekly intervals between letters to allow parents time to improve attendance  
Meeting with parents by Attendance Officer where Home/Academy agreement is discussed and signed and the impact of poor attendance on the child socially and educationally is discussed. Parents are invited to highlight any problems and support is offered as required. Attendance incentive programme is offered and commenced.  
Meeting with Principal if no improvement is demonstrated and all of the above further discussed

### **ALL CONTACT WITH PARENTS VIA PHONE, LETTER OR MEETING RECORDED.**

### **Referral to Entitlement Team**

All recorded evidence of above involvement with the family forwarded to Entitlement Team at time of referral for poor attendance/lateness.

### **Children Missing from Education**

Children missing from education are referred to the EIPT following two school weeks of absence with no explanation and inability by the Academy to make contact via phone, letter or home visit. This system also applies to those children who the Academy were advised by Northants County Council would be arriving to take a place and did not arrive.

**The Academy will offer attendance incentive schemes to improve poor attendance and to reward 100% attendance.**

### **Attendance Codes**

A set of standard codes are used consistently within the register. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to the absences.

#### **Code School Meaning Statistical Meaning Physical Meaning**

/ Present (AM) Present In for whole session

\ Present (PM) Present In for whole session

B Educated off site (Not dual registration) Approved Educational Activity Out for whole session

C Other authorised circumstances Authorised Absence Out for whole session

D Dual registration Present Out for whole session

E Excluded Authorised Absence Out for whole session

F Extended family holiday (agreed) Authorised absence Out for whole session

G Family holiday (not agreed) Unauthorised Absence Out for whole session

H Family holiday (agreed) Authorised Absence Out for whole session

I Illness (not med/dental appoints etc) Authorised Absence Out for whole session

J Interview Approved Educational Activity Out for whole session

L Late (before register closed) Present Late for session

M Medical/Dental appointments Authorised Absence Out for whole session

N No reason yet provided for absence Unauthorised Absence Out for whole session

O Unauthorised absence Unauthorised Absence Out for whole session

P Approved sporting activity Present Out for whole session

R Religious observance Authorised Absence Out for whole session

S Study leave Approved Educational Activity Out for whole session

T Traveller absence Authorised Absence Out for whole session

U Late ( after registers closed) Unauthorised absence Late for session

V Educational visit or trip Approved Educational Activity Out for whole session

W Work experience Approved Educational Activity Out for whole session

X DfE #: School closed to pupils Attendance not required Out for whole session

Y Enforced closure Attendance not required Out for whole session

! DfE X: Non-compulsory school age absence Attendance not required Out for whole session

# School closed to pupils and staff Attendance not required Out for whole session

\* DfE Z: Pupil not on roll Attendance not required Out for whole session

- All should attend / No mark recorded No mark No mark for session

**Requests for leave of absence** If a parent wishes to request a period of leave, they are required to write to the Principal at the Academy. If the request is denied, the Academy will inform the parent of the reason by letter and the request will be noted in the electronic register. Leave of absence will **not** be offered to pupils for family holidays except under special / exceptional circumstances.

### **Strategies used to promote good attendance and punctuality**

- The class teacher will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.

- Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals.

- Pupil attendance figures will be published with the annual academic reports.
- Pupil attendance figures will be published half termly, keeping parents up to date throughout the year.
- Positive verbal reinforcement is given to pupils who have been absent from the Academy for a period of time and an education action plan developed to help them catch up with any missed curriculum and promote future attendance.
- Attendance is discussed at parent/pupil consultations.
- Weekly raffle for pupils with 100% attendance during Achievement Assembly.
- Certificates half termly and termly with prizes for 100% attendance.
- End of year treat for children with 100% attendance.
- End of year treat for children with 97% and above.