

Kingsway Infant School

'Where Learning is Fun!'



Attendance and Absence Policy

This policy reflects the DfE regulations which came into force in Sept 2013 which state: 'Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.'

Attendance and Absence Policy

At Kingsway Infant School, we want the whole school community – governors, staff, parents and pupils to be committed to high standards of attendance and punctuality. Good attendance helps the children in our school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality and embraces the concept of equal opportunities for all. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. We will provide an environment where all feel valued and welcome.

- This policy is written to reflect Education laws and guidance produced by the DfE
- Attendance figures and targets will be reviewed annually to reflect both county and National targets
- The school will review systems for improving attendance regularly to ensure it is line with achieving targets

Expectations

The responsibility for good attendance is shared between the school, parents and pupils. All stakeholders need to understand the expectations this policy makes of them.

Kingsway Infant School will:

- Provide a safe learning environment
- Ensure that attendance records are maintained according to government legislation and guidance on a daily basis
- Follow up all instances of poor attendance and punctuality

Parents will:

- Ensure their child attends school regularly, punctually, properly dressed and equipped and ready to learn
- Inform school on the first day of absence of the reason for their child's absence from school and inform each day after that
- Maintain regular contact with school staff where necessary
- Ensure that the school is kept informed of any change of contact details

Pupils will:

- Attend school and all of their lessons regularly and punctually be ready to learn

School Procedures

- Pupils should not arrive before 8.45am
- The bell rings on the playground at 8.55am
- Pupils line up to enter the school with their teacher
- School starts at 8.55am
- Register closes at 9.10am

Lateness

Any pupil arriving after close of the register will be marked as having an unauthorised absence unless there is an acceptable explanation e.g. attending an early morning medical appointment.

Afternoon registration will be at 1.15 and close at 1.30pm

NOTE

Pupils arriving after the start of school but before the close of register will be marked as present but recorded as 'late before registers closed'. This is regularly monitored.

Lateness is regularly monitored by the Head, Admin team and the Governing Body.

First Day Response

- Notification in person, by phone (**01923 675005**), letter or email to (admin@kingsway.herts.sch.uk) must be provided for all absences by the child's parent/guardian by 9.30 am on the first day of absence
- Absences are authorised by the Headteacher or a nominated person acting on their behalf
- The school may decide not to authorise absence even when a reason is provided
- Shopping, holidays, unwell parents or siblings, birthdays etc. are not valid reasons for absence
- If no reason for absence is provided by 9.30am the school will phone parents/guardians to request an explanation.
- If there is no response after **three days** the school will contact the Attendance Improvement Officer (AIO).

Illness

In line with Health Protection Agency guidelines, a period of 48 hours absence is required for any pupil with vomiting or diarrhoea. Such absence due to illness is authorised.

Frequent Absence

- The school will monitor and deal with emerging attendance issues
- Where there seems to be a pattern of absence, the school will try to resolve the problem with the parent/guardian. If this is unsuccessful the school will refer to the Attendance Improvement Officer (AIO) or School Nurse where repeated illness is a problem.

Continuing Absence

• The head teacher and admin staff monitor attendance weekly and check for any child whose attendance is below 95%, parents may be formally notified if attendance is below this level.

• **If the absence rate is consistently below 95%**, a further letter will be sent. On receipt of a second letter parents may be required to provide a medical certificate for any illness absence.

- The school is not responsible for any financial expenses incurred.

Persistent Absence Definition

Attendance below 85% is defined by the DFE as persistent absence.

Fixed Penalty Notices

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate notice would be issued to each parent for each child.

The rate **per parent, per child** will be £60 if paid within 21 days and rising to £120 if paid between 22 and 28 days. Failure to pay may result in a criminal conviction and/or a fine up to £1000. **(If there are two parents in a family, both parents will be fined for each child concerned)**

A fixed penalty can be issued if:

- 15 unauthorised sessions are recorded in the current and/or previous term (a session is a half day)

Absence Notes

- Notes received from parents explaining absence will be kept on file
- These must be sent in or absences may not be authorised

Leaving and returning to school during the day.

- When leaving or returning to school during the school day parents/guardians must collect or return children using the main school entrance and sign in
- Names of children who are sent home ill are recorded

'Leave' in term time

Leave is not authorised in term time. Approval will only be granted in very exceptional circumstances and is dependent on previous absence records and reason for the absence

Promoting Attendance

The school will use opportunities that arise to remind parents/guardians that it is their responsibility to ensure their children receive their education.

Working with the Attendance Improvement Officer (AIO)

- Kingsway Infant School works in partnership with the allocated AIO to improve attendance for individual pupils and the whole school
- Kingsway Infant School works with individual pupils and their parents to improve poor attendance
- When the attendance does not improve sufficiently and after discussion with the AIO, the school may make a formal referral to CSF

Any unauthorised absence is damaging to a child's education as well as reflecting badly on the school. It also gives children the wrong messages about the importance of education which may lead to problems later in schooling. Good attendance and punctuality are important values for later in life.