

Committee Responsible:	Children and Learning	
Status:	Non-Statutory	POLICY – P002
Review Period	Annual	
Next review date:	Summer Term 2020	

Commitment to Attendance

The staff of Kingfield Primary School are committed, in partnership with the parents/carers, pupils, governors and the Local Authority, to building a school which serves the community and of which the community are proud.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. We expect pupils to attend school 100% of the time and as a school, we will work with parents to ensure that their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

The Attendance Target for the academic year 2018-19 is 96.4%

Expectations

All pupils must:

- attend school regularly,
- attend school punctually,
- attend appropriately prepared for the day,

All parents will:

- encourage 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 on the first day of absence or if known in advance, whenever their child is unable to attend school.
- contact school promptly whenever any problem occurs that may keep their child away from school.
- notify the school immediately of any changes to contact details.
- notify the school of any home circumstances that might affect the behaviour and learning of their child.

The school will:

- provide a welcoming atmosphere,
- provide a safe learning environment,
- provide a sympathetic response to any pupil's or parent's concerns,
- keep regular and accurate records of AM and PM attendance and punctuality,
- monitor individual pupil's attendance and punctuality,
- contact parents when a pupil fails to attend and where no message has been received to explain the absence,

- follow up all 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 recognition and rewards,
- regularly inform parents of the % attendance of all pupils,
- make initial enquiries regarding pupils who are not attending regularly,
- meet regularly with the Education Welfare Officer 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.

Pupils Leaving During the School Day

- whenever possible, parents should arrange medical and other appointments outside of school time.
- parents are asked to complete an Application for Leave of Absence / Exceptional Circumstances Form for any planned absence due to exceptional circumstances.
- For leave of absence during the school day parents must sign the child out on leaving the school and sign them back in on their return.

Punctuality/Lateness

Punctuality to school is crucial and lateness into school causes disruption to that child's learning and to that of the other children in the class. It is paramount therefore that all children arrive at school on time.

- Registration takes place at **8.50am & 12.50pm for younger children and 1.15pm for key stage 2**. Children who arrive after the register has been taken will be recorded as late for school – coded 'L' on the attendance register.
- Persistent lateness will be subject to referral to the Education Welfare Officer and possible prosecution by the Local Authority.

Holidays/Leave of absence

- The school holiday dates and INSET days are published at the start of each academic year.
- Leave of absence for family holidays **will not be authorised**.
- Leave of absence will only be authorised in exceptional circumstances, as detailed in the **'Parents' Guide To Attendance and Punctuality.'**
- Where a leave of absence is requested in term time, a Leave of Absence application form must be requested from the school office and submitted for consideration by the Head Teacher. Consideration will then be given to the exceptional circumstances in line with school, Surrey and government policy.

- If leave is taken in term time without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare will be notified and this may lead to possible prosecution by the Local Authority.

Penalty Notices

Where a leave of absence is not authorised and a pupil is taken on holiday or out of school for 5 or more consecutive days, the Headteacher can request that the Local Authority consider issuing a penalty notice to each parent.

The Penalty Notice fines per child and per parent are as follows:

- **£60 if paid within 21 days of receipt of the notice, rising to £120 if paid between 21 days and 28 days.**
- **If the Penalty Notice is not paid, the local authority is then obliged to prosecute for failing to ensure regular school attendance.**

In addition to Penalty Notices issued for unauthorised absences, Penalty Notices may also be issued when a pupil is stopped by Truancy Patrol or at the discretion of the Education Welfare Officer if a parent/carer fails to ensure regular school attendance.

Education Welfare may issue a Penalty Notice to parent/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school and Education Welfare Officers.

Every day counts!

'Be The Best You Can Be'