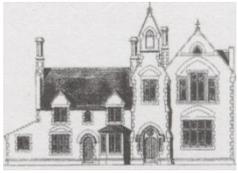


# King William Street CE Primary School

## Attendance Policy

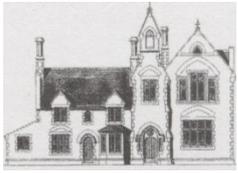
Approved Date: June 2014

Review Date: June 2017



### History or most recent Policy changes

Date	Page	Change	Origin of change e.g. TU request, change in legislation



## **1 INTRODUCTION**

Regular attendance at school is essential for the effective education of all pupils. Attendance rates have been good at King William Street CE Primary School and it is important that this level of attendance is maintained.

## **2 AIMS**

- To maximise attendance of all children thus supporting high levels of attainment and achievement.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those at the school.
- To monitor and support children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any difficulty.
- To analyse attendance data regularly to inform future policy and practice.
- To work closely with and make full use of the support from the wider community including the Education Welfare Service, Parent Support Advisor and multi-agency teams.

## **3 ROLES AND RESPONSIBILITIES**

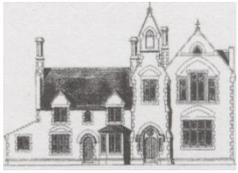
The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

### **Governors**

- To set and monitor progress towards annual targets for attendance.
- To evaluate the effectiveness of the Attendance Policy.

### **Headteacher**

- To monitor individual pupil, group and whole school attendance and punctuality.
- To work in partnership with outside agencies when attendance and / or punctuality is an issue.
- To provide Governors with information to enable them to evaluate the success of policy and practice.



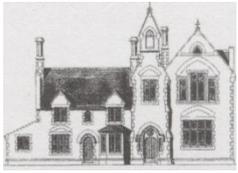
- To provide Governors with information to enable them to agree annual attendance targets.
- To communicate with parents/carers regarding significant concerns about their child's attendance.
- To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.

### **Class Teacher**

- To provide an accurate record of the attendance of each child in their class.
- To record the reasons for absence given to them on the register using the appropriate code.
- To communicate with parents regarding their child's absences.
- To raise any concerns about a child's absence with administrative staff or the head teacher.
- To respond promptly to any query raised following analysis of registers by administrative staff.
- To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.

### **Administrative staff**

- To input attendance data using the Attendance Manager System.
- To monitor and track attendance patterns for all children and prepare relevant attendance reports for the head teacher and Education Welfare Officer as appropriate.
- To contact any parent/carer who has not informed the school as to why their child is absent on the first day of absence.
- To contact the parent/carer if the child has not returned to school after three days.
- To ensure that a satisfactory reason for every absence has been established for each child at the end of each week.



- To make a judgement, in conjunction with the head teacher, whether an absence is authorised or unauthorised.

### **Parents / Carers**

- Have a legal duty to ensure that children of compulsory school age attend on a regular and full-time basis.
- Should ensure that their child arrives at school in time for the start of registration (8.45 am).
- Should notify the school as soon as possible on the first morning of absence, if their child is to be absent for any unavoidable reason such as sickness. This may be done by phone Tel: 01793522346, by letter or in person or email: [admin@kingwilliam.swindon.sch.uk](mailto:admin@kingwilliam.swindon.sch.uk).
- Should avoid booking family holidays during term-time. The school will not automatically agree to a family holiday during term time. All holiday requests are at the discretion of the head teacher and can only be authorised by the head or member of staff with designated authority in the absence of the Headteacher.

### **Parent Support Advisor**

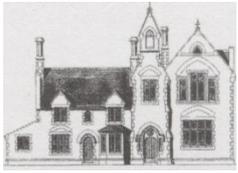
- Following a referral from the school, to work with families to improve pupils' attendance rates.

### **Education Welfare Officer**

- Following a referral from the school, to work with families to improve pupils' attendance rates.
- To support the whole school response to attendance through regular meetings and monitoring individual children's attendance.
- To enforce the law regarding school attendance.

### **Medical personnel**

- Specialist staff and the school nurse may be involved in ensuring the best possible attendance by a child with a severe medical condition. A 'Care Plan' is likely to be needed and on-going communication between the family, school and appropriate medical personnel is essential.



## **4 ADMINISTRATION**

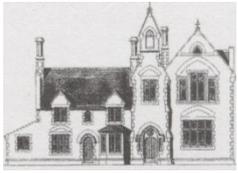
The School uses the ICT based Attendance Manager to store and monitor data in relationship to attendance.

Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions. Registers are returned to the School Office at 9:00am after the closure of the registration period. Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

## **5 ABSENCE**

### **5.1 Lateness**

- Pupils should arrive at school between 8.30 a.m. when the gates open and 8.45 a.m. when the school day begins and the register is taken. The gates are locked at 9.00 a.m.
- If a child arrives after 8.45 am his/her parent/carer should report directly to the school office.
- Pupils arriving after the register has been closed at 9.15 a.m. will be considered as late.
- Pupils arriving after 9.00 a.m. must report to the School Office so that their attendance can be recorded.
- Pupils arriving after 9.30 a.m. will be officially absent for the morning session. This will be considered an unauthorised absence unless a satisfactory reason is given, for example a pre-notified or emergency doctor's appointment
- The school reserves the right to refer a child who has a pattern of late arrivals with or without explanations, to the Education Welfare Service for a Penalty Notice to be issued.



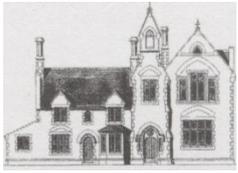
## **5.2 Illness**

- Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence. This may be done by phone [Tel:01793522346](tel:01793522346), by letter or in person or email: [clerical@kingwilliamstreet.co.uk](mailto:clerical@kingwilliamstreet.co.uk). The school has a duty of care to all pupils and makes first day absence calls for all children for whom no explanation has been received on the first day. Parents/carers should provide a written explanation for their child's absence on their child's return to school.
- If the child is still absent from school on the third successive day the parents/carers are asked to contact the school to provide an update on the reason for absence. This may be done by phone Tel: 01793522346, by letter or in person or email: [clerical@kingwilliamstreet.co.uk](mailto:clerical@kingwilliamstreet.co.uk). If you do not contact the school on the third consecutive day, administrative staff will contact you for an update on the reason for absence.
- Parents/carers should provide a written explanation for their child's absence on their child's return to school.
- In the case of gastric illnesses, parents/carers are asked to keep their child away from school until they have been clear of sickness/ diarrhoea for a full 48 hours.
- If any member of staff is concerned about a reason for absence, the head teacher should be informed.
- Should parents/carers fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised.

## **5.3 Medical or Dental Appointments**

- Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments.
- Whenever possible, parents/carers are encouraged to make all medical appointments out of school hours.
- When appointments must be in school time, parents/carers are encouraged to ensure their child attends school for as much of the day as possible e.g. returning to school after the appointment.

## **5.4 Holidays During Term Time**



- Holidays during term time may not be granted. Holidays can only be taken during the school holiday periods. Parents/carers do not have a right to take their children out of school for holidays during term time. Any parent who takes their child on holiday during term time will be at risk of a £60 Fixed Penalty Notice.
- Schools must comply with Department for Education requirements and will not authorise term time holidays.

#### Returning to parents/carers home country

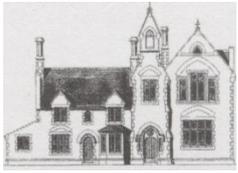
- Parents/carers will not be able to return to their home country for a visit with their child in term-time. If they do so they will risk a £60 Fixed Penalty Notice and the possibility of their child being taken off roll. This Means parents/carers will have to re-apply for a place.

- **5.5 Other absences during term time**

- Other absences which can be authorised, in cases where the school is notified in advance by the parent/ carer include:
  - Days for religious observance **but will not exceed 2 days in any school year.**
  - External examinations e.g. dancing
  - Educational events e.g. swimming in a gala
  - Visiting a new school
  - Education elsewhere e.g. Pupil Referral Unit, school residential visit
  - Significant family events such as funerals or weddings
- Each request will be considered on an individual basis and a decision will be made as to whether the absence can be authorised and which absence code is appropriate. A Swindon School Application for absence for holidays in term time form should be completed. This form is available from the school office or the school website. All absence requests may only be made by the parent with day-to-day care. This safeguards against an estranged parent making a request without the knowledge of the parent who has care and control.

- **5.6 Collection from school early**

- In some exceptional circumstances, children may have to be collected early from school. Parents/carers who wish to collect their children early must inform the school by telephone or in writing, stating clearly the reason why the child is leaving school. Requests and collections may only be made by



the parent/carer with day-to-day care. This safeguards against an estranged parent making a request without the knowledge of the parent who has care and control. If another adult is to collect the child, the school must be informed.

- When the child is collected, they must be signed out and the person collecting them must write the reason for the early collection in the school record book. This allows the school to protect the child and to ensure robust procedures for health and safety and well being as well as safeguarding against an estranged parent making a request without the knowledge of the parent who has care and control.
- The school reserves the right to refer a child who has a pattern of persistent early finishes with or without explanations, to the Education Welfare Service for a Penalty Notice to be issued.

## **6 REPORTING TO PARENTS AND CARERS**

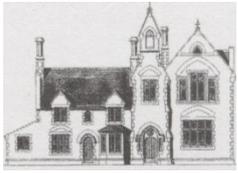
- All absences, both authorised and unauthorised, and lateness will be reported to the parent/carer towards the end of the academic year with their child's report. During the year, parents may request information about their child's attendance; they will receive a printout of their child's attendance and may check that the information provided is accurate.
- In order to give parents/carers information about the impact of absence from school upon their education, specific letters/attendance posters/ information provided by Swindon Borough Council will be used alongside this policy.
- If your child's absence falls below 80% attendance you are likely to be prosecuted and each parent fined £50-£2,500 or 3 months imprisonment. Below 80% attendance means that your child is missing so much time it will be impossible for them to keep up with their work.

## **7 REWARDS**

At the class teacher's discretion, children may be rewarded with house points for attending for a full week.

Children who achieve 100% attendance for each term are presented with a certificate at the end of each of the six terms.

The highest attending class for each term will be rewarded with a 'non-school uniform day'.



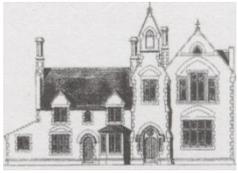
## **8 MONITORING AND EVALUATION**

Attendance data will be analysed termly (six times a year) to identify patterns of irregular attendance. This will include children with: unusual patterns of absence; Monday and/ or Friday absences; lateness; periods of extended absence; unauthorised absences; and all children with attendance below 95%. This data will be discussed with the Education Welfare Office (EWO) as part of the regular meetings.

If concerns are raised by this analysis, parent/carer discussions will occur, either through telephone calls to the parents/carers by the head teacher and/or formal letters stating the attendance of the child and that there is an issue. The head teacher and EWO will discuss the impact of the School's Attendance Policy and the strategies used to promote good attendance annually and the head teacher will recommend an attendance target to the Governors.

### **Appendix 1**

#### **King William Street CE School Application for absence for holidays in term time form**



## Application for absence for holidays in term time

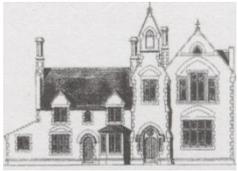
### King William CE Primary School

Parents do not have a right to take their children out of school for holidays during term time. By law you must ask permission for your child to miss school. Swindon Local Authority advise parents NOT to disadvantage their child's education by taking a holiday during term time. It is up to the head teacher of your child's school to decide whether or not the absence will be authorised. If the absence is not authorised you risk a £50 penalty notice.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation at least 4 weeks in advance of the proposed leave.

#### PARENTS SECTION (to be completed first)

Surname of child				First name	
<i>Date of birth</i>		Class			
Surname of parent/guardian				First name	
Address of child					
Postcode			Telephone number		
<b>About the request for your child's leave of absence</b>	<b>Reason for taking a holiday in term-time</b>				
	<b>Would (s)he miss any national tests or examinations?</b>				<b>Yes / No</b>
	<b>Is his/her attendance already below 90% or a previously agreed individual target?</b>				<b>Yes / No</b>



	Is the proposed absence during the month of September?	Yes / No
	Would (s)he be absent for more than ten school days?	Yes / No
	Has (s)he already had leave during term-time this school year? (If so, please give dates and number of school days leave)	Yes / No
	Did (s)he have leave of absence during term-time in the previous school year?	Yes / No

Length of absence (school days)		From (date)		To (date)	
Emergency telephone contact					
Parent's/Guardian's signature					

**SCHOOL SECTION**

Holiday in Term Time	(i) <b>approved</b> school days (ii) <b>not approved</b> <input type="text"/> school days <input type="text"/>	<b>Swindon Policy states that any unauthorised absence for a Holiday in Term Time may result in the issuing of a Fixed Penalty Notice.</b>
Date of Meeting with Parent		
Head teacher's signature		
Number of previous applications granted		

**Please return a copy of this form to the parent after consideration.**

