

**Our school Christian Values: Respect, Self-worth/Perseverance, Love, Kindness, Forgiveness**

## **Wittersham Church of England Primary School**



On a voyage of discovery: together we learn, grow and achieve.

# **Attendance Policy**

This policy will be reviewed bi-annually and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC advice. Any amendments will require the approval of the full Governing Body.

Written by	Claire Frost	Signed
Designated safeguarding leads	Claire Frost – Headteacher Kirstin Jempson - Teacher	
Uploaded	February 2018	
Date approved by Governing Body	8 <sup>th</sup> February 2018	
Reviewed	February 2020	
Child Protection Governor	Jennifer Maynard	

**Statement of Intent**

Wittersham CEP 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.

The Governors, Headteacher and Staff in partnership with parents/carers have a duty to promote full attendance and punctual timekeeping at Wittersham CEP School.

## **Introduction**

This Policy sets out the responsibility of the school and all those associated with the School in respect of Attendance and Punctuality.

## **Principles**

The Governors and staff recognise that the maximising of good attendance is a key task for the School, if pupils are to take full advantage of opportunities at the School. The co-operation of all concerned, including parents/carers as well as school staff, is vital to ensure full attendance and good punctual timekeeping. By sustaining a culture in which full attendance and punctuality is the norm, the School will demonstrate to pupils, parents/carers and staff, the value placed by the School on full attendance and punctuality and encourage children to gain the full benefit from their primary education. Emphasis on attendance and punctuality also demonstrates the School's concern for individual children by contacting parents/carers to enquire about any unexplained absence.

## **Parental Responsibility**

Parents have a legal duty to ensure that their children attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them in order to make good progress in their learning. Poor attendance undermines their educational attainment and progress and, sometimes, puts pupils at risk by 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 requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update the school and inform the school when their child is returning.**

Pupils are expected to arrive by 8.45am. 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**

At Wittersham CEP School there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

**The headteacher** has overall responsibility for monitoring attendance issues.

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 present, absent or late. The class teacher notifies the school office or headteacher of children whose attendance is causing concern.

It is the responsibility of the Office Manager (Attendance Officer) 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 by phone call.
- Where there has been no communication, letters are sent to parents requesting reasons for absence.
- The appropriate attendance code is entered into the register (see National Attendance Codes)
- Parents are informed termly of the child's attendance figure

### **Timeline of the Staged Approach for Managing Poor Attendance**

- 95 - 100% attendance – the class teacher to investigate and notify the headteacher of concerns. The headteacher to contact parent if appropriate.
- 90 - 95% attendance - school intervention letters/meeting with parents
- Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice.
- For the cases that require intensive family support, the school may make an Early Help Notification.

### **Children Missing Education**

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below:-

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:-

- If the whereabouts of the child is unknown and the school has failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

### **Lateness**

At Wittersham CEP School the register is taken at 8.45am and 1.00pm. Pupils arriving after these times must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.00am and 1.15pm. 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 after the register has closed (U) will be discussed with parents and may be referred to the Local Authority School Liaison Officer.

### **Authorising Absence**

Only the Headteacher can authorise absence using a consistent approach. The Headteacher 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 (for example leave for holidays) during term time can only be approved in "exceptional circumstances". The following reasons are examples of absence that will not be authorised:

- Persistent nonspecific 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 (with some rare exceptions)

Persistent unauthorised absence (10% or more of the school year) may result in an referral to the Local Authority School Liaison Officer.

### **Local Authority Action may include:-**

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Fast Track to Prosecution

**Exceptional circumstances could include:**

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a pupil's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and short. And by 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Headteachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

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 Headteacher may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Headteacher's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, the case may be referred to the Inclusion and Attendance Service.

**Appendix 1 Late letter (Code L)**

**Appendix 2 Late letter (Code U)**

**Appendix 3 Absence Letter**

**Appendix 4 School Attendance Meeting Letter**

**Appendix 5 Response to Leave Request (Not Authorising)**

**Appendix 6 Response to Leave Request submitted retrospectively (Not Authorising)**

**Appendix 7 School letter where they believe a holiday was taken**

**Appendix 8 Traveller Attendance letter**

**Appendix 9 Traveller Absence due to travelling**

**Appendix 10 School Referral Pathway**

## Appendix 1

«addressee»  
«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

I am writing to express my concern over the number of occasions that «forename» has been arriving late at school. Below for your information is a summary of attendance indicating the days «forename» was late (Code L):

«dates\_of\_lates\_before»

Total lates before registration closed: «total\_lates\_before» half day sessions

At our school the register is taken at 8.45am and at 1.00pm.

A pupil's lateness will seriously disrupt their learning and can be embarrassing for your child.

I am sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our Senco or headteacher, please do not hesitate to contact us.

Yours sincerely

Headteacher

## Appendix 2

«addressee»  
«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates\_of\_lates\_after»

Total lates after registration closed: «total\_lates\_after» half day sessions

At our school the register is taken at 8.45am and is closed at 9.00am for the morning session and taken again at 1.00pm and closed at 1.15pm for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely

Head Teacher

## Appendix 3

«addressee»  
«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

I am writing to express my concern over the number of occasions that «forename» has been absent from school. I attach for your information a summary of attendance indicating the days «forename» was absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve «forename»'s attendance. If we can help in any way, perhaps via our Senco or headteacher, please do not hesitate to contact us.

Yours sincerely

Head Teacher

## Appendix 4

«addressee»  
«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re: «forename» «surname»**

Despite previous warnings, I note with concern that your child's attendance at school has made no significant improvement. «forename»'s attendance at school is currently «percentage\_attendance»% which means «he\_she» has missed «total\_authorized\_absences» half day sessions for authorised absence and «total\_unauthorised\_absences» half day sessions for unauthorised absence. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in «forename»'s attendance, I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting. The time and date have been set for ?? at ?? It is important that you and «forename» attend this meeting for us to explore the issues around poor attendance. The meeting will be attended by:

??

If this appointment is inconvenient, I would be grateful if you could contact me so that an alternative time can be arranged.

If you do not attend this meeting and «forename»'s absence continues to deteriorate, a referral may be made to the Local Authority School Liaison Officer for further action.

Thank you for your co-operation.

Yours sincerely

Head Teacher  
The School

## Appendix 5

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

### **Request for leave during Term-Time**

**For the attention of the parents of «forename» «surname»**

I have received your request to take «forename» out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school the absence will be on your child's records as unauthorised.

Yours sincerely

Head Teacher

## Appendix 6

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

### **Request for leave during Term-Time For the attention of the parents of «forename» «surname»**

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively and your child's will have this unauthorised absence on their record.

Yours sincerely

Headteacher

## Appendix 7

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence.

Yours sincerely

Head Teacher

## Appendix 8

«addressee»  
«address\_block»

«date\_of\_printing»

Dear «salutation»

### **Traveller Absence** **«forename» «surname»**

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total\_authorized\_absences» authorised half day sessions and «total\_unauthorised\_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage\_attendance»%.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»'s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the school in advance.

If you would like to speak to me about «forename»'s attendance, please telephone the school to make an appointment.

Yours sincerely

Head Teacher

## Appendix 9

«addressee»  
«address\_block»

«date\_of\_printing»

Dear «salutation»

### **Traveller Absence** **«forename» «surname»**

Thank you for contacting me to say that «forename» will be absent from school from ??Date as you will be travelling due to your work.

The law allows me to authorise «forename»'s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «forename» is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer «forename» to the Local Authority as a Child Missing Education.

After 20 days absence, there may be grounds to take «forename»'s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Head Teacher

## Appendix 10

### Kent School Referral Pathway – Pupil Attendance

