



Attendance Policy

Adopted by Governors: April 2021

Reviewed: April 2021

Review frequency: Annually

Next review date: September 2022

Staff responsible: S Whiteside

CONTENTS

	PAGE
1. Introduction	4
2. School's roles and responsibilities	4
3. Collection and analysis of data	6
4. Systems and strategies for managing and improving attendance	6
5. Term-time holidays	7
6. Extended leave of absence	8
7. Parents'/Carers' responsibilities	9
8. Students'/Students' responsibilities	9
9. Governors' responsibilities	9
10. Conclusion	9
11. COVID-19 Addendum	10

REGISTER CODES

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. student attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Student not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Kimberworth Community Primary School

ATTENDANCE POLICY

1. Introduction

- 1.1 Kimberworth Community Primary School is committed to providing an education of the highest quality for all our students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High standards of attainment and achievement depends on good attendance.
- 1.2 The whole school community – students, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

2. School's roles and responsibilities

- 2.1 All staff (teaching and support) at Kimberworth Community Primary School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.
- 2.2 Attendance Officer
The Attendance Officer will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person, known as the Attendance Officer, will also ensure that up-to-date attendance data and issues are shared with the Senior Leadership Team, are made regularly available to all staff, students and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing body. He/She will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.
- 2.3 Registration
 - i) The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Classroom teachers/designated person are responsible for completing the attendance registers using the prescribed codes (shown overleaf).

- ii) The register will be called promptly at **9.00 am for Key Stage One** and **Key Stage Two** and **1.00 pm for Key Stage One** and **1:15pm for Key Stage Two** by each class teacher and a mark will be made during the registration period in respect of each child. Any student who arrives **after** these times will be counted as late.
- iii) The registers will close at **9:30 am** and **1.30pm**. The code (L) will be applied between 9am and 9.30am and (U) will be used, as appropriate, where students arrive after the registers have closed.

2.4 Categorising absence

- i) A mark will be made in respect of each student during registration. Any student who is not present at this time will be marked as unauthorised absence (N) unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment/correction are distinguishable.
- ii) Kimberworth Community Primary School recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as authorised absence, and will potentially send a message to parents that any reason for non-school attendance is acceptable. If absence is frequent or continuous and, except where a child is clearly unwell, staff at Kimberworth Community Primary School will therefore challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school**.
- iii) If no explanation about an absence is received by the school **within one week**, the absence will remain unauthorised;
- iv) Absence will be authorised in the following circumstances:
 - (a) where leave has been granted by the school in advance, for example:
 - a student is to participate in an approved performance for which a licence has been granted by the Local Authority,
 - a student is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the student's overall pattern of attendance will be considered.
 - (b) where the school is satisfied that the child is too ill to attend;
 - (c) where the student has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand)
 - (d) where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions;
 - (e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong;

(f) in other **exceptional circumstances** (e.g. a family bereavement) and **for a very limited period**.

v) Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the student is absent for **unexceptional** reasons, eg a birthday;
- the student is absent from school on a family holiday without prior permission.

2.5 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance daily before entering the appropriate code in the register.

2.6 Transition

Pupils from Kimberworth Community Primary School participate in an early transition to secondary school in July. For this time, pupils will still be registered at the primary school and therefore attendance will be recorded officially with our school. Secondary schools will phone primary schools each morning to inform of any pupil absences so that the school can follow the normal protocol for recording the type of absence for their children as detailed in 4.2.

2.7 Staff Training

The School Attendance Officer will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

3. **Collection and analysis of data**

3.1 The Attendance Officer will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents and the governing body (see para. above). The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

3.2 Attendance is monitored by year, class and by reasons for absence. It is also analysed by gender, ethnicity, students with special educational needs and those who are vulnerable to poor attendance.

3.3 Accurate attendance returns are made to the Local Authority and DfE within the stipulated time frame.

4. **Systems and strategies for managing and improving attendance**

4.1 Attendance has a very high profile at Kimberworth Community Primary School and is regularly discussed at assemblies and in tutor groups. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment, and weekly attendance figures are shared or displayed prominently in school. Various incentives are in place for regular attendance including; weekly class awards, termly certificates and prizes.

4.2 First-day calling

Kimberworth Community Primary School has in place a system of first-day calling. This means that parents will receive a text message or phone call on the first day a student is absent without explanation to establish a reason for the absence. This helps to identify at an early-stage students who do not have a good reason for absence or who may be absent without their parents' knowledge. When no response is forthcoming the school will make every effort to make contact, e.g. phone call, text message and home visit.

4.3 Meetings with parents

Where there is an emerging pattern to a student's absence or lateness, with or without explanation, the school will contact parents by telephone/letter and invite them to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and student to resolve any difficulties and improve the attendance within a specified time limit. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them. If parents do not engage with school a referral may be made on to the School Attendance Matters Pathway and an Early Help Assessment carried out.

4.4 Referral to the School Attendance Matters Pathway and Early Help Service

If there continues to be unauthorised absences by the end of the specific time (or sooner if the student is failing to attend school at all), the matter will be referred to the .

4.5 Lateness and punctuality

Students are expected to arrive at school, on time every day. It is very disruptive to their own education and that of others in their class, if they are late. Students who arrive late for school are monitored for frequency of lateness. If the lateness is persistent, the parents will be requested to give adequate reason and warning letters issued. If an improvement is not made the school will contact parents by telephone/letter and invite them to a meeting to discuss the reasons. Further unauthorised lates will result in a referral on to the School Attendance Matters Pathway and Early Help Assessment.

4.6 For health and safety reasons it is important that the school knows who is in the building. Students arriving late should therefore report to the main school office. **It is important that all students arriving late following this procedure.**

4.7 For the same reason it is important that students leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day report to the main school office and are signed in by an adult.

5. **Term-time Leave**

5.1 Kimberworth Community Primary School will consider every application individually; its policy is NOT to grant term time leave other than in the most exceptional circumstances.

5.2 Time off school for holidays is **not a right**. Parents are strongly advised to complete an application form, with appropriate evidence, in advance of the booking any intended holiday. Schools within the Learning Community will then consider every application individually; their policy is **NOT** to grant any leave of absence other than in the most exceptional of circumstances. If your request for term time leave has not been authorised and you take your child out of school during term time, you *can* be referred to the Local Authority who have the powers to issue a fixed penalty notice per parent per child.

- £60 per parent per child if paid within 21 days.
- £120 per parent per child if paid 21-28 days.

5.3 Kimberworth Community Primary School will consider authorising term time leave (TTL) for:

- children of service personnel and other employees who are unable to take holidays during allocated school holiday periods;
- when a family needs to spend time together to support each other during or after a crisis;
- parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.
- a day of religious observance.

5.4 Requests for holidays for the following reason **will not be authorised**:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

5.5 Kimberworth Community Primary School will respond to all requests for a leave of absence in writing giving thereasons for the decision.

5.6 Kimberworth Community Primary School will **NOT** authorise TTL during periods of national tests, i.e. SATS

5.6 Kimberworth Community Primary School will NOT authorise TTL during important transition periods in July and September.

6. Extended leave of absence

6.1 In considering absence for extended trips overseas Kimberworth Community Primary School will take account of the following:

- previous attendance record;
- previous authorised/unauthorised term time leave;
- such visits may be important in terms of children's identify and self-esteem as they grow up;
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);

Where extended leave of absence is granted there will be an expectation that the student undertakes some school-set work during this period.

7. Parents'/carers' responsibilities

7.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Kimberworth Community Primary School.

7.2 Kimberworth Community Primary School expects parents/carers will:

- ensure their children attend the school regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

7.3 Parents will also be expected to:

- notify their child's school on the first day of absence, by telephoning the school before 9.00am, or by speaking to the school office team whilst dropping off siblings.
- ensure their children arrive at school on time;
- contact the school without delay if they are concerned about any aspects of their children's school lives. Kimberworth Community Primary School will endeavour to support parents to address their concerns.

8. Students' responsibilities

8.1 All students should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their class teacher or group tutor.

8.2 Students should attend all their lessons on time, ready to learn. If they have been absent from school they should give their class teacher a note in their planner or a letter from their parents to explain the absence, unless previous contact has been made. Students and parents also have a responsibility for following school procedures if the student arrives late.

9. Governors' responsibilities

Section 175 (2)

9.1 The Governing Body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are students at the school.

10. Conclusion

10.1 Regular school attendance is a necessary contributor to ensuring the following outcomes:

- attendance at school supports children’s emotional and social health and development
- the school curriculum teaches children to be healthy
- schools and the LA have a statutory duty to promote the safety and welfare of children
- the best way to safeguard children is to ensure they attend school regularly
- good school attendance supports children in reaching their maximum potential and enjoying the fulfilment this brings
- membership of a school community builds confidence, gives children a sense of belonging and teaches them to contribute to and be responsible for the well-being of others
- good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style

10.2 Reviewing the policy

Kimberworth Community Primary School will review this policy annually.

11 COVID-19 Addendum

11.1 Staggered Start and Finish Times

In order to reduce the number of people on school site staggered start and finish times have been introduced. Each class will have an allocated timeslot and children must arrive at school as close as possible to their specific start time. A grace period of 10 minutes is given from this start time before being marked as late (L). Arrivals **after 9.30am are marked as unauthorised (U)**. Afternoon registers are taken, on returning to the classroom, at the end of the staggered lunch break.

11.2 Attendance subcodes introduced for Coronavirus related absence

Non-attendance related to COVID-19 does not count towards a child’s attendance figure. The DfE instructed schools to record non-attendance related to the Coronavirus using the set of subcodes below from March 2021.

Code X01: Non-compulsory school age pupil not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms

This code is used for pupils who are self-isolating because they have symptoms of coronavirus (COVID-19) but they have not yet had a positive test.

Code X03: Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) inside the school setting.

This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) inside the school setting (for example, individuals, classes, year groups or bubbles who have been sent home because of potential contact with a confirmed case of coronavirus (COVID19) within the school setting). Includes test and trace where it applies.

Code X04: Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) outside the school setting.

This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) OUTSIDE the school setting (for example, a household member with symptoms or a confirmed positive test, or a social contact or a contact with someone from the local community with a confirmed positive test). Includes pupils advised to self-isolate through test and trace where appropriate.

Code X05: Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)

This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK. Department of Health & Social Care guidance 'Coronavirus (COVID-19): how to self-isolate when you travel to the UK'.

Code X06: Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend.

This code is used for the small number of pupils who have been specifically identified as clinically extremely vulnerable and advised that they should not attend school. Department of Health & Social Care / Public Health England 'Guidance on protecting people who are clinically extremely vulnerable from COVID-19'.

Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice.

This is for pupils who as part of local or national restrictions to education settings, (including set out in the Contingency Framework and related guidance) are specifically advised not to attend school for public health reasons.

Code I01: Illness

This code is used for pupils who are absent because of non-coronavirus (COVID-19) related illness or sickness.

Code I02: Illness Confirmed case of coronavirus (COVID-19)

This code is used for pupils who are absent because they have tested positive for coronavirus (COVID-19).