

# Kingsthorpe Grove Primary School



## Pupil Attendance Policy

Person(s) Responsible for Document: *Alison Dolan*

Governor/Relevant Committee: ***Standards and Achievement – 5<sup>th</sup> July 2021***

Date Document Ratified at Full Governing Body: ***15<sup>th</sup> July 2021***

**Signed:** *Clive Rockell*

Clive Rockell  
Committee Chair

**Signed:** *Frank Ashby*

Frank Ashby  
Chair of Governors

**Signed:** *A. Dolan*

Alison Dolan  
Head Teacher

**Date Document to be reviewed: July 2023**

At Kingsthorpe Grove we aim to ensure that all of our policies take into account the rights of all children.

### **Aims:**

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons. Kingsthorpe Grove Primary School sees regular attendance and punctuality to school, as essential for all pupils, if they are to be successful and aims to work in partnership with parents to ensure the highest possible levels.

***‘Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school’.***

At Kingsthorpe Grove we aim to:

- Ensure that every child is safeguarded and their right to education is protected
- Ensure the schools attendance target is achieved, through rewards and incentives for good attendance and punctuality
- Raise standards and ensure every child reaches their full educational potential through a high level of school attendance and punctuality
- Ensure all the stakeholders, governors, parents, pupils and staff receive regular communication about the importance of good attendance and punctuality
- Keep accurate, up to date records and have a robust and vigorous system for analysing attendance
- Identify causes of low attendance/punctuality with individuals, classes and groups of pupils and support parents to address any issues
- Work with the Education Inclusion and Partnership Team (EIPT) and external agencies, in order to address barriers to attendance and overcome them

### **Promoting Good Attendance:**

Every pupil has the right to attend school for 190 days per academic year. Excellent attendance at Kingsthorpe Grove Primary School is the responsibility of everyone in the school community – pupils, parents, governors and all staff.

Parents/carers have a responsibility to ensure that their children attend school every day, and on time. They should make any non-urgent appointments for doctors, opticians or dentists outside of school hours or in the holidays.

If a child becomes ill then the parent/carer must inform us each morning before school starts using the school absence line. Telephone the school’s main number then select the option for pupil absence or by another option of communication with school.

Absence for medical or dental appointments will only be authorised for either a morning or afternoon session in school. Pupils will be expected to attend school for the remainder of the day. Absence for a full day will only be authorised in exceptional circumstances, evidence of the location and length of the appointment may need to be provided before a full day of absence can be authorised.

### **Religious days**

Pupils are allowed up to 3 individual days authorised absence for religious days. These days must not be 3 consecutive days over the course of an academic year.

### **Strategies for promoting/rewarding excellent attendance:**

- Weekly rewards for the class with the best attendance in both KS1 and KS2
- ½ termly certificates for those children with 100%
- At the end of the year children with good attendance will receive an end of year reward. Options will be discussed with the children
- An exciting learning environment and curriculum that encourages children to enjoy coming to school
- Support from a range of highly experienced and qualified staff for parents/carers who request help in supporting their child with attendance and/or punctuality

### **Late arrivals:**

Kingsthorpe Grove Primary School believes that punctuality is a life skill and important for ensuring that our pupils are ready for the life of work. Therefore, we expect all children to be on site no later than 08:45, ready for the school day.

A late book is kept with the Pupil Administrator and parents/carers must explain their reasons for lateness when completing. Details from the book are scrutinised by the Senior Leadership team and action is taken when appropriate.

### **School:**

The school employs a pupil administrator, part of their role is to maintain registers and school attendance data, on the school's information management system. The pupil administrator will contact parents regarding unexplained absences of their child.

### **First Day Absence:**

If a child is absent and the school have not received any contact from the parent/carer, then the pupil administrator will make a telephone call to ascertain the child's whereabouts.

Once the parents/carers have been spoken to and a reason given for the child's absence, the parents/carers are reminded of their duty to inform the school using the school's absence line.

If the school is not able to contact the parent despite phone calls then a home visit will be carried out. Particular focus will be given to vulnerable students including students in Y5 and Y6 as they may have walked to school alone.

### **Second Day Absence:**

If a child remains absent from school and the parents/carers cannot be contacted, then the school will continue to telephone the home in an attempt to reach the family.

### **Third Day Absence:**

If after 2 school days, should we not hear from a family, the school will arrange to visit them at home. This will be made by the Family Support/Attendance team. We will leave a letter to say we have visited, if no one is home.

### **Further Days Absence:**

If no contact is received after an additional 3 school days, a further home visit will take place following the procedures above.

If the child is still absent after 10 school days, the school will refer the case to the Local Authority (EIPT), who will deal with tracking the family. If no contact is made then the school will remove the child from the school roll after 20 school days have been missed.

If the child is in care or there are child protection concerns we will refer after 3 days. Where there is a social worker involved we will let them know on the first day of absence.

### **Procedures for Dealing with Attendance Falling Below 97%:**

Attendance is monitored weekly, if attendance falls below 97% then the school will send the parents a monitoring letter that alerts them that their child's attendance has fallen below that expected at Kingsthorpe Grove Primary School. If the parents receive 3 letters then the parents are invited to a Parent Contract Meeting with the school. At this meeting any issues the parent/carer may have with ensuring high attendance are raised and if necessary then the school can support the parents, through the Family Support Workers, Lead Behaviour Professional and may involve the support of outside agencies, through the opening of an Early Help Assessment. If necessary, the school will set a target for the attendance to improve and review after 5 school weeks.

If attendance improves, then the school will still monitor it in the usual way. If the child's attendance does not improve then the school will set up a parenting contract that places clear actions and responsibilities on the school, parents and carers to ensure improved attendance. If improvements are seen, then formal monitoring will still occur until such time as it reaches 97%. If no improvements are seen, then the school will refer the parents/carers to the EIPT team.

### **Family Holidays:**

The government has now made it against the law for parents/carers to take their children out on holiday during term time, unless it is under exceptional circumstances. Arguing that a holiday is cheaper during term time is not considered to be exceptional. Any requests must be made in writing to the Head Teacher and any decision will be made on a case by case basis. Parents/carers should not book any holidays until they have requested and been granted permission in writing from the Head Teacher.

### **Late Collections:**

School ends at 3:15pm for Years 1-6. Children should be collected on time, however sometimes parents run late which we understand but if it is frequent (3 times or more) after school ends then if a child is still not collected by 3:30pm then the school will begin to charge for additional care of the child/children. This charge will be £5 for every 10 minutes. If a child is still not collected then social services will be contacted from 3:45pm onwards. All reasonable attempts will continue to be made to contact the parents/carer.

### **Penalty Notices:**

If a child is taken out of school without the Head Teachers authorisation, it will be recorded as an unauthorised absence. If any unauthorised absence including late arrival after the register has closed, exceeds 5 school days within a 6 week period, then the Head teacher has no alternative but to refer this to the EIPT team. This may lead to the issuing of a penalty notice and legal action being taken.

### **Section 23(1) Anti-Social Behaviour Act 2007:**

Penalty notices may be issued to the parent(s) of pupils who have unauthorised absence from school. The amount of the penalty is £60.

- If this is not paid within 21 days the amount rises to £120
- If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error

### **Section 444(1) Education Act 1996:**

*“If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence”.*

The court can fine each parent up to £1000 per child, order payment of the prosecution costs and/or make a Parenting Order.

Please note that:

- Penalties and prosecutions are in respect of each parent for each child
- Parents includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her

### **These prosecutions are criminal proceedings and could result in you having a criminal record.**

All parents are issued with this policy via the school website and sections are included in the school prospectus for new parents. Where the school has concerns regarding a child's attendance, the school will write and inform them and will also provide a copy of this policy, along with information published by the LA.

Promoting excellent attendance is the responsibility of the whole school. All pupils should be at school, on time every day the school is open, unless the reason for the absence is unavoidable, in order to maximise learning potential.

### **SEN Unit**

Children in our SEN Unit are expected to maintain good attendance, however if a child is unwell in the SEN Unit it is **VERY** important that they remain at home.

Due to close contact of the children and staff, it is much easier for illness to pass between children and staff which can result in heavy staff absence and many children becoming unwell.

If children fall ill in school it is vital that they are collected in a timely manner. If parents/carers do not answer phones to collect children then the school have no other option than to drop your child at home or to contact social care.

It is vital that home and school work together to ensure the health and wellbeing of our staff and pupils.

Please do not send your child in if they are unwell. Please collect your child in a timely manner.