



## Attendance and punctuality policy Kirk Smeaton C of E Primary School

**Policy: March 2017**

**To be reviewed: March 2019**

**Roles and responsibilities Pupils-** are expected to attend school and all their lessons regularly and punctually. All pupils are expected to strive to achieve an attendance target of at least 95%, and to aim for 100%

**Parents/carers -** are responsible for ensuring their child attends school regularly and punctually. Parents should inform the school each time their child is absent, preferably by 9.10am and, where an absence exceeds one week or more, should provide a letter on return explaining the reason for absence. Parents should avoid making medical/dental appointments during school hours and holidays should not be taken in term time. Where this is unavoidable, requests for leave of absence should be made using the appropriate form, available from the office, or school website [www.kirksmeaton.n-yorks.sch.uk](http://www.kirksmeaton.n-yorks.sch.uk) .

**School staff-** will endeavour good attendance and punctuality through personal example. Attendance is the responsibility of all school staff (not just teaching or pastoral). The school will employ a range of strategies to encourage good attendance including appropriate rewards. Where pupils experience attendance difficulties they will be offered prompt support by the school. Parents will be informed of any concerns that arise over their child's attendance. School will consider the individual circumstances of absences and inform parents if any reason for absence is not accepted and it is unauthorised.

**Governors-** set and monitor progress towards annual targets for attendance to evaluate the effectiveness of the attendance policy, which is reviewed biannually. <http://www.dcsf.gov.uk/schoolattendance/attendancetargets/index.cfm>

**Headteacher-** monitors individual pupil and whole school attendance and punctuality, and works in partnership with key agencies. The Head Teacher provides Governors with information to enable them to evaluate the success of policy and practice, and communicates school policy to parents/carers. The Head Teacher will inform parents/carers by letter when a child's attendance falls below 85%.

**Class teacher-** provides an accurate record of the attendance of each pupil in their class and brings issues of attendance or punctuality to the attention of the Head Teacher promptly.

**Parent Support Advisor/Family support worker/other school based support worker-** These workers are based at 'Brotherton Children's Centre'. When these agencies are involved, they will keep detailed records of intervention work with parents/carers on attendance issues, and meet with parents/carers to address attendance issues and to set targets for short term improvements.

**Administrative staff-** will prepare, manage and co-ordinate the use of SIMs (or other attendance management system) and provide the Head Teacher with attendance data on a (new) termly basis, and more frequent updates as requested. The Administrator will co-ordinate the "First Morning Response" and make every reasonable effort to contact the parents of a child who is absent without the school having been informed, to be sure of the child's whereabouts.

### **Educational Social Worker (ESW) Duties**

- Provide advice, support and challenge to schools, children and families, to maximise attendance at school.
- Implement the EWS operational procedures for improving school attendance and reducing absence.
- Implement individual casework with children and families. Convene education related parenting contracts.
- Take enforcement action as appropriate including penalty notices, prosecutions, School Attendance Orders and Education Supervision Orders.
- Support the whole school response to attendance through regular meetings and monitoring of individual children's attendance.
- Conduct truancy patrols around schools and their communities.

### **Registration procedures**

Registers will be opened at 9.00am and close at 9.05 and 1:00 and close at 1.05pm. Once registration has ended registers must be sent to the office. Absence codes are attached to each class register. <http://www.dcsf.gov.uk/schoolattendance/legislation/index.cfm>

### **Authorised absence**

It is up to the Head Teacher ultimately whether to authorise an absence. The Head Teacher **may** authorise leave of absence for up to ten days in any academic year, unless there is a reason not to. Requests over ten days will not be authorised, unless there are exceptional circumstances. <http://www.dcsf.gov.uk/schoolattendance/legislation/index.cfm>

*Let God's love shine as we care for each other and learn together.*

### **Illness**

Parents/carers are asked to contact the school by 9.10am on each day of absence. This will be noted on the message pad and the class teacher informed. The school can make a decision not to authorise prolonged or repeated absences without doctor's note – parents must be informed of this.

### **Lateness**

Pupils arriving after the register has been closed will be considered as late. This is recorded in pencil at the base of the register. This is monitored weekly by the headteacher and the administration officer.

### **Sanctions for repeated lateness**

Parents are contacted by letter if lateness becomes a persistent problem (See appendix 1). Where a child is late on a regular basis, more than twice in one week, parents will be contacted by letter. Two letters sent on 2 consecutive weeks will result in the ESW being informed.

### **Medical/dental appointments**

Absence from school due to medical/dental appointment will be considered as an authorised absence. Parents/carers are encouraged to make all medical appointments out of school hours. <http://www.dcsf.gov.uk/schoolattendance/legislation/index.cfm>

### **Unauthorised absence**

It is a parent's responsibility to ensure that their child attends school. Absence from school may not be authorised for holidays, shopping, birthdays. If parents are working away from home and their child/ren is/are accompanying them, absence will not be authorised. Parents and staff should understand that just because an explanatory letter from a parent has been received by the school, this does not mean that the absence will be authorised. <http://www.dcsf.gov.uk/schoolattendance/legislation/index.cfm>

### **Persistent absence**

The Department for Education focuses on both authorised and unauthorised absence. "Persistent absence" refers to absence of more than 20%, whether authorised or unauthorised.

### **Procedures for following up absence**

First Morning Response – a telephone call to the parents or second emergency contact as soon as possible and at the latest by 10.00pm on the first day of absence if no reason is known. All reasonable attempts to speak to a parent will be made. If this is not possible, an answer phone message will be left. The Administrator (or School Business Manager) will decide if a text message is appropriate. Teachers will be informed by way of a message from the School Office. If no reason for an absence has been obtained at the next register update, an unauthorised is coded.

### **Transition arrangements**

Liaison with secondary schools includes electronic transfer of attendance concerns and is also discussed one-to-one when necessary.

### **Target setting**

Attendance figures are monitored by the Governing Body at Full Governing Body meetings and targets are set in line with national expectations.

### **Reporting to parents**

Parents should be informed promptly over concerns relating to attendance.

- Attendance figures to be provided with annual reports.
- 100% attendees rewarded.
- Identification, monitoring and evaluation of attendance data collected regularly to establish patterns of irregular attendance (approximately every half term).
- Parents will be provided with information relating to children with less than 85% attendance, or where there is 10% unauthorised absence in the past term. This data may be reported to the Educational Welfare Officer (EWO).
- School will analyse data for reasons for absence to target intervention.
- Governors will be provided with termly reports to monitor impact

*Let God's love shine as we care for each other and learn together.*



**Kirk Smeaton Church of England  
Primary School**

Main Street, Kirk Smeaton, Pontefract  
West Yorkshire, WF8 3JY  
Tel: 01977 620497

Email: [admin@kirksmeaton.n-yorks.sch.uk](mailto:admin@kirksmeaton.n-yorks.sch.uk)  
Website: [www.kirksmeaton.n-yorks.sch.uk](http://www.kirksmeaton.n-yorks.sch.uk)



Headteacher: Mrs H Cuddy

Date:

Dear \_\_\_\_\_,

All pupils are expected to attend school regularly and punctually. All pupils are expected to strive to achieve an attendance target of at least 96%, and to aim for 100%. It has been noted that ..... has been late twice last week.

Could we remind you of our start and finish times at Kirk Smeaton CE Primary School. Registers will be opened at 9.00am and close at 9.05 and 1:00 and close at 1.05pm. Once registration has ended registers must be sent to the office. Absence codes are attached to each class register. School closes at 3.30pm.

Two consecutive letters will result in the Educational Social Worker being informed.

If you would like to discuss this further do not hesitate to contact myself.

Thank you for your cooperation in this matter.

Yours sincerely

Mrs H Cuddy  
Headteacher

*Let God's love shine as we care for each other and learn together.*

## Appendix 2

### **Authorised Absence from School**

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

**Absence codes when pupils are not present in school are as follows:**

#### **Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.

#### **Code E: Excluded but no alternative provision made**

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

#### **Code F: Extended family holiday authorised by the school**

Head teachers may in exceptional circumstances agree more than 10 school days leave of absence in a school year. The application must be made in advance and the head teacher must be satisfied that the circumstances warrant the leave. A leave of absence is granted entirely at the head teacher's discretion and is not a parental right.

#### **Code H: Family holiday authorised by the school**

Head teachers may in special circumstances grant leave of absence of up to 10 days for the purpose of family holidays during term time. The application must be made in advance and the head teacher must be satisfied that there are special circumstances which warrant the leave. A leave of absence is granted entirely at the head teacher's discretion and is not a parental right.

#### **Code I: Illness (not medical or dental appointments)**

Schools should advise parents to notify the school as soon as possible when a child is ill. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the seriousness of the illness but should advise parents of their intention. Schools are advised not to request medical certificates unnecessarily (particularly retrospective certificates), especially if the illness was not treated by a doctor at the time. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

#### **Code M: Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

#### **Code R: Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

#### **Code S: Study leave**

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

#### **Code T: Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at school.

### **Unauthorised Absence from School**

*Let God's love shine as we care for each other and learn together.*

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows: 13

*Let God's love shine as we care for each other and learn together.*