



Attendance and punctuality policy Kirk Smeaton C of E Primary School

Policy: September 2019

To be reviewed: September 2021

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 .

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.

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>

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. (see appendix 2)

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 10.00am 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

Where a child's attendance causes concern, the following parameters and actions will be considered by the Headteacher:

(Each case will be considered individually based on circumstances)

Cause for concern	Action(s) to be considered
95% attendance or below at any point within an academic year	<ul style="list-style-type: none"> • Attendance will be monitored by the School and attendance history considered • Contact with parents/carers if deemed necessary
90% attendance or below at any point within an academic year	<ul style="list-style-type: none"> • Letter to parents/carers asking them to work with school PSA to improve attendance • Discussion with parents/carers to develop a plan of action
85% attendance or below at any point within an academic year	<ul style="list-style-type: none"> • Discussion with ESW service re possible referral for consideration within NYCC policy and practice guidance
Repeated incidences of illness-related absence	<ul style="list-style-type: none"> • Discussion with parents/carers • Referral to school nurse • Request that parents/carers provide proof of doctor's involvement (appointment card with child's name on / letter / copy of prescription etc) • Work for the pupil might be sent home to be completed
Repeated arrival at school after 9am	<p>This will be marked in the class register as a LATE.</p> <ul style="list-style-type: none"> • Letter to parents/carers requesting that the matter is addressed and offering support • An action plan to be established • Consideration of request from outside agencies through the Common Assessment Framework
Repeated arrival at school after 9.30 am	<p>This will be marked in the class register as an UNAUTHORISED ABSENCE for the session.</p> <ul style="list-style-type: none"> • An action plan to be established • Consideration of request from outside agencies through the Common Assessment Framework • Referral to the Education Social Worker for consideration within NYCC policy and practice guidelines

Appendix 1



**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

Website: www.kirksmeaton.n-yorks.sch.uk



Headteacher: Mrs H Cuddy

Date:

Dear _____,

Please find enclosed a copy of your child's registration certificate. There are concerns regarding the amount of times your child is registered as late for school.

Please note that arrival after the close of registration at 9.15 is classed as an unauthorised absence. Under the Education (Pupil Registration) (England) Regulations 2006 these absences could be used as evidence against you if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.

National statistics show that poor time keeping seriously affects a young person's chance of achieving their full potential. Arriving late may mean that your child misses important instructions for the day and can lead to feelings of isolation and disengagement from learning.

I hope that you will make the necessary arrangements to ensure that your child arrives at school on time in the future.

Yours sincerely

Mrs H Cuddy
Headteacher



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Headteacher: Mrs H Cuddy

Date:

Dear _____,

I wish to draw your attention to the enclosed registration certificate for your child.

He/she has only achieved % attendance so far this academic year. As an acceptable level of attendance is a minimum of 96%, (school target) the school are concerned about this level of absence.

Irregular school attendance may have a serious impact on your child's academic progress if it is allowed to continue and you as parent are legally responsible to ensure that his/her regular and punctual attendance is maintained.

We understand there may at times be unavoidable, genuine reasons for your child's absence of which the school should be informed as soon as possible.

However, if your child continues to have absences, you may be requested to provide medical or other evidence before any further absence can be authorised. Medical evidence should be in the form of a doctor's note, appointment card or prescription.

Should you have any queries, or require further support, please do not hesitate to contact me on the above telephone number.

Yours sincerely,

Mrs Cuddy



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Dear

Refusal for exceptional leave in term-time.

I have considered carefully your request for leave in term-time and on this occasion I will not be authorising your child(ren)'s absence as your request does not fall within the Authority's definition of exceptional circumstances as follows:

- Service personnel returning from action
- Respite care/family need due to medical reasons
- Fixed holidays due to employers operational needs (a letter from the employer will be required)

If your child(ren) do not attend school during the dates you requested (insert dates) the absence will be recorded as unauthorised. As the unauthorised leave does not amount to 10 sessions or more, a request to the Local Authority to issue a Penalty Notice will not be made at this time.

However, please note, that if further leave of absence is taken without the agreement of the school, and amounts to 10 sessions or more over a period of 4 months, inclusive of the current request, this can result in a Penalty Notice being requested.

A Penalty Notice is a fine of £60, if paid within the first 21 days of issue, which rises to £120 if paid after 21 days but within 28 days. The Local Authority will consider taking legal action if the Penalty Notice is not paid after 28 days of the date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carer.

The current attendance level for the year is;

A copy of this letter will be placed on your child(ren)'s school file.

Yours sincerely,

Mrs Cuddy

Head teacher



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Dear

Refusal for exceptional leave in term-time.

I have considered carefully your request for leave in term-time and on this occasion I will not be authorising your child(ren)'s absence as your request does not fall within the Authority's definition of exceptional circumstances as follows:

- Service personnel returning from action
- Respite care/family need due to medical reasons
- Fixed holidays due to employers operational needs (a letter from the employer will be required)

If your child(ren) do not attend school during the dates you requested (*insert dates*) the absence will be recorded as unauthorised and a request to issue you with a penalty notice will be made to the local authority

A Penalty Notice is a fine of £60, if paid within the first 21 days of issue, which rises to £120 if paid after 21 days but within 28 days. The Local Authority will consider taking legal action if the Penalty Notice is not paid after 28 days of the date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carer.

The current attendance level for the year is;

A copy of this letter will be placed on your child(ren)'s school file.

Yours sincerely,

Mrs Cuddy

Head teacher



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Headteacher: Mrs H Cuddy

Date: 9 July 2019

Dear

Request for exceptional leave in term-time

I have considered your request for leave in term-time and I have agreed to grant permission on this occasion for the exceptional circumstances detailed in your application.

Your child (DOB) will be marked as authorised absence from to Your child is expected to return on

If your child does not return on this date, further absences will not be authorised. This means that you may be issued with a penalty notice. A penalty notice of £60 is payable within the first 21 days and rises to £120 thereafter. The Local Authority will take legal action if the penalty notice is not paid within 28 days of date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent.

Please note your child may lose their school place if they do not return to school after the agreed date.

A copy of this letter will be placed on your child's school file.

Your child's current level of attendance for the school year is: %

Yours sincerely

H Cuddy
Headteacher