



Keresforth Primary School

Attendance Policy

Contents

Aims	Page 3
Parental Expectations	Page 3
Promoting Attendance	Page 4
Registration and Punctuality	Page 4
Procedure for reporting absence	Page 5
Absence for ongoing illness	Page 6
Attendance Concerns	Page 6
Education Welfare Service	Page 6
Leave of Absence	Page 7
Safeguarding	Page 9
Further information	Page 9

Policy for Attendance

Keresforth Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise his / her true potential. Research shows a strong link between positive attendance at school and increased attainment. We believe that children can reach their full potential only by receiving full-time education, through regular and structured attendance.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. We do this by working in partnership with parents and other agencies to ensure we have clear and robust strategies in place to manage and promote regular attendance and punctuality towards our attendance target of 97%.

The school will establish an effective system of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality. All staff are concerned for the children's welfare and happiness and everyone plays a part in promoting regular attendance among our pupils.

KPS Aims

1. To improve the overall percentage of pupils at school.
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
3. To develop a framework, which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
4. To provide support, advice and guidance to parents and pupils.
5. To develop a systematic approach to gathering and analysing attendance related data.
6. To further develop positive and consistent communication between home and school.
7. To implement a system of rewards and sanctions.
8. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
9. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

10.To report to parents how their child is achieving in school and how their child's attendance is impacting upon this.

Parental Expectations

- Impress to their children the importance of regular school attendance by keeping absences to a minimum and ensuring that children are only out of school when they are too unwell to attend.
- Establish effective communication with the school office and swiftly address any worries their children may have about coming to school, so that we can work together to resolve this.
- Contact the school on the 1st day of absence to inform school of reason for absence and when the child is expected to return keeping school informed if the absence is likely to continue so that school and partner agencies can ensure that amendments or alternatives can be made to provision if required.
- Provide school with any medical appointment cards, and where ever possible, make appointments out of school hours, where this is not possible parents will ensure that children attend prior to or following their appointment.
- Attend any meetings called by school and partner agencies to discuss attendance.
- Ensure that their children are arriving at school ready to learn.

Promoting Attendance

Assemblies

The head teacher talks to children in a school assembly about attendance. Individual assemblies on everyday matters relate to attendance such as, time keeping, excuses, illness, what KPS can and cannot change.

Incentives

- Certificates and rewards are presented to those children with full attendance every half term during the year.
- Class with highest attendance for the week are recognised on a weekly basis and Mr Mumbles the bear visits the class for the week.
- The top attending class for the whole receives a class trip at the end of the year.

Registration and Punctuality

Being on time and ready to learn is just as important as regular attendance and schools are duty bound to monitor and record how much time is lost to learning through late arrival at school.

KPS uses a computerised registration system and the register is completed twice daily, registration closes 15 minutes after the staggered start time allocated to the class and 5 minutes after the end of the lunch break.

If a pupil arrives late they will receive a late mark if they are more than 15 minutes late. Pupils who arrive after 30 minutes of their official start time will receive an unauthorised absence mark and this mark will adversely affect their percentage attendance.

All pupils that are late must report to the office and minutes late will be recorded. Children who arrive more than 30 minutes late will need to be accompanied by a parent to explain the reason for their lateness and to sign them in.

Attendance records and late arrivals will be reported to parents on the child's annual report and if they are concerning parents will be asked to come in and explain their child's persistent late arrivals to school and if there is anything school can do to support. This will also be reported to the Education Welfare Officer.

The school office is responsible for collating attendance records in school and notifies the head teacher if there is any reason for concern. At the end of the year each child's attendance is analysed and a copy given to parents with their child's school report.

Procedure for Reporting Absence

- Parents/Carers will contact the school office on their child's first day of absence, preferably before 9:00am to explain the reason for absence.
- If school does not receive a call from parents, the school office will contact them via text message and phone call to find out the reason for absence.
- Persistent failure to make contact with school regarding absences may result in the school contacting the Education Welfare Officer.
- School will not authorise non urgent medical appointments and routine check-ups and parents/carers will be advised to arrange these out of school hours. Where this is not possible, then parents/carers will be advised to make appointments as near to the beginning or end of a school day for the least possible disruption.
- The school office should be notified in advance and all appointment cards or letters made available as evidence for a child's attendance record.
- Although parents are expected to inform school of the reason for absences, it is school who make the decision whether to authorise the absence. School will make

the decision based on the information available to them. Parents are encouraged to provide as much information as possible and information such as appointment cards, medication or application for leave of absence will assist school in making this important decision.

Absence through ongoing illness.

KPS continues to provide as much education as the child's medical condition allows to keep up the momentum of their learning. KPS monitors attendance of those pupils that are absent from school because of short term or chronic illness, and close links are maintained with parents.

Educational support including the provision of work and materials is provided for those pupils who are absent from school, with medical conditions for more than ten days. The teaching staff liaise with medical advisors and home tuition providers, so that, during prolonged absence, pupils receive suitable work for their age and ability.

Children who are absent due to self-isolation due to COVID-19 will have work sent home and they will be expected to complete and return the work to school throughout the absence period.

The reintegration of children in to school after a long absence, through ill health is considered a high priority. The school consults parents about general concerns, medical issues and the timing and pace of return. Staff, including the class teacher, teaching assistants and home or hospital tutor meets to discuss the return to school. Friends and other pupils are encouraged to help the child settle back in school. Extra support is provided subject to available recourses after an analysis of the child's needs.

Attendance Concerns

The attendance record is examined regularly by the Headteacher and Education Welfare Officer. If there is frequent pattern of absence from school, the head teacher will telephone or write to the parents to ascertain the reason for persistent absence. If there are concerns about a child's non-attendance or punctuality, the class teacher consults the head teacher immediately.

All parents whose child's attendance is below 97% will be notified termly. This will include both authorised and unauthorised days off. This letter is intended to be a reminder and for information purposes.

The Education Welfare Officer meets the head teacher on a regular basis to discuss attendance issues offering action, advice and support.

Incidents of re-occurring unauthorised absence and parents who condone absences and keep their children off school unnecessarily may be referred to the Education Welfare Service and this may result in a fixed penalty notice and a fine being issued by the Local Authority.

The Department for Education states that when a child's attendance falls below 90% they are classed as 'Persistent Absentees' and identified as a key priority for Local Authority intervention.

Education Welfare Service

- The Education Welfare Officer will visit fortnightly to monitor registers and identify children with attendance levels that cause concern.
- The EWO will attend meetings called by school to address with parents any worries the school and Education Welfare Service may have about a child's attendance.
- The EWO will support the school in promoting attendance by attending parent evenings and events.
- Receive referrals from school to address matters of poor school attendance by:

a) Visiting parent's homes to undertake assessment of need, challenge and resolve matters of poor school attendance.

b) Involving other agencies where appropriate, such as the school nurses.

In situations where all other strategies have failed to improve school attendance, Education Welfare Service will enforce the law; this may result in fines up to £2,500, a custodial sentence and or a Parenting Order.

Request for leave of absence in term time

Keresforth Primary School will be following the new DFE National Framework and the Barnsley Code of Conduct which is effective from 19th August 2024.(Further information on the National Framework can be found in Working Together to Improve Attendance 2024).

All parents who wish to take their child out of school for any reason (other than medical reasons) should complete a leave of absence request form. If parents proceed with the

leave of absence in term time, they may receive a fixed penalty notice if the absence extends beyond 10 sessions (5 days). The new framework penalty notices are as follows:

Penalty Notices are requested by schools and issued by the Local Authority	• Issued to parents/carers of statutory school age children • Per parent, per child
First Offence	• £80 per parent, per child within 21 days • £160 per parent, per child after 21 days up to 28 days. Any non payment of the PN will be referred to Magistrates
Second Offence (within 3 years)	• £160 per parent, per child within 28 days (no discount period). Any non payment of the PN will be referred to Magistrates
Third Offence and Further Offences (within 3 years)	• No Penalty Notice issued • Case may be presented to Magistrates' Court • Fines up to £2500 per parent, per child

Unauthorised absences and fixed penalty notices

If due to sporadic absences, then, other than in specific circumstances, the liable parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. If there are further absences within the 15-day monitoring period, then a penalty notice may be issued

Absence for participation in a performance

In these instances, Keresforth Primary School will follow Local Authorities guidance and by-laws, working in partnership with Education Welfare Service to ensure that any performance absence is within the parameters of the law.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding children is everyone's responsibility and for this reason school works in partnership with all agencies to keep children safe in education. The following policies are linked to our Safeguarding Policy: -

Attendance and Punctuality

Behaviour

Anti-Bullying

Health and Safety

We have also adopted the following Local Authority policies:

Children Missing in Education

Elective Home Education

Leave of Absence during term time

All these policies have been endorsed by our governing body in support of our school's attempts to improve both attendance and punctuality in addition to keeping children safe in education.

Names:

Mrs V D'Silva (Headteacher)

Mr A Brammah (Education Welfare Officer)