



NORTH KIDLINGTON SCHOOL

ATTENDANCE

A POLICY STATEMENT

Introduction

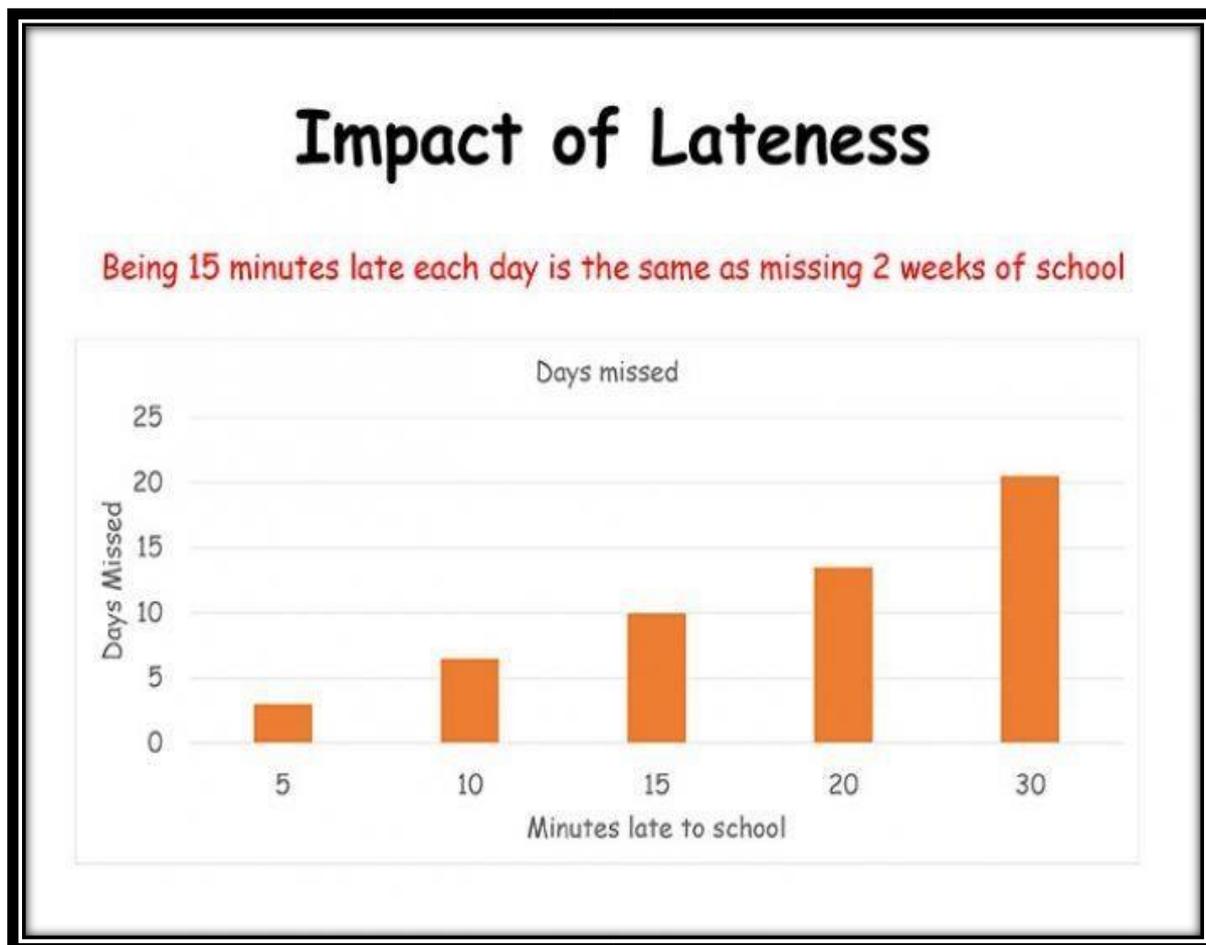
This policy is based on the requirements for attendance, as set out by the Department for Education Guidelines for School Absences, which state that all registered pupils of compulsory school age, should be in school unless there is an exceptional circumstance for absence.

School registers are monitored by the Local Authority, who will become involved with families where absences, and the reason for absence, is causing concern, or where there are unauthorised absences which cannot be explained. As a general rule the Local Authority will seek an explanation in cases where school attendance is less than 85%. Patterns of absence will also be looked for, e.g. a child who is often away on Mondays, these may be followed up with parents.

IMPACT ON ATTENDANCE THROUGH ABSENCE

Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
100%	190 days	0	0
99%	189 days	2	10
98%	186 days	4	20
97%	184 days	6	30
96%	182.5 days	7.5	37.5
95%	180.5 days	9.5	47.5
94%	179 days	11	55
93%	177 days	13	65
92%	175 days	15	75
91%	173 days	17	85
90%	171 days	19	95
89%	169 days	21	105
88%	167 days	23	115
87%	165 days	25	125
86%	163 days	27	135
85%	161.5 days	28.5	142.5
84%	159.5 days	30.5	152.5
83%	158 days	32	160
82%	156 days	34	170
81%	154 days	36	180
80%	152 days	38	190

IMPACT ON ATTENDANCE THROUGH LATENESS



Reasons for absence

Only the school within the context of the law can approve absences - not parents. Legitimate absences, as described below, will be authorised. Where an absence is considered unnecessary or unreasonable, it will not be authorised by the school.

Parents are asked to consider the effect that unreasonable or unnecessary absences may have on their children's attitude to school. If parents do not take seriously the issue of school attendance, children may fail to recognise how important it is to be at school, and the opportunities lost by absence. At the primary age, where parents usually bring the children to school, or are closely involved in arrangements to get them to school, this may not seem important. Families could be creating potential future problems, however, when at secondary school the responsibility for school attendance shifts more directly to the child.

Sickness

Absences for sickness or medical appointments will be authorised. Parents should inform the school on the first day of the absence, either by telephone or by note. This is important in order to avoid the potential situation of truancy where both the school and parents assume that the child is under supervision.

If your child is well enough to return to school but has been prescribed medication from a G.P. which needs to be administered during the school day, staff will administer the medication if the appropriate forms have been completed.

Special Family Events or Occasions

Absences are sometimes requested for special family events or occasions. Examples might be meeting a grandparent at the airport who has emigrated, attending a brother or sister's graduation ceremony, or attending a family wedding. Special occasions will be considered for authorisation individually with regards to:

- a) The nature of the event,
- b) Its frequency - whether it is a single or regular absence,
- c) Whether advance notification was given. Special events are usually planned in advance, and the school would expect to be notified.
- d) The overall attendance pattern of the child.

Parents sometimes request absences to take part in sporting or artistic events.

These will usually be authorised if the event is legitimate, and the absence does not clash with important school work. Advanced notification is expected of these absences.

Family holiday during term time

We continue to have concerns about pupils taking time off school for the purpose of a holiday. Pupils have thirteen weeks holiday from school each year and we regard that as sufficient. Any absence during term time seriously affects a pupil's progress. If pupils do not attend school, they will not achieve or reach their maximum potential as they are damaging their continuity of learning.

By law, parents must request leave of absence from the school for any period of time from one day to two weeks, well before the planned absence. The Head teacher has the right to refuse any request which is not deemed suitable. The school also has an active policy of discouraging parents to withdraw pupils during term time. We have discretionary power to grant leave for the purpose of an annual family holiday during term time. Only in exceptional circumstances may the amount of leave granted exceed more than **ten school days** in any one year. A family may only request **one period of absence for holiday in a year**, not take several breaks throughout.

The Head Teacher will consider each request individually. Unauthorised absence taken for holidays could result in the issue of a fixed penalty notice being issued. Parents should complete a leave of absence request form, which is available at the school office, at least 2 weeks before the requested absence.

Parents do not have an automatic right to withdraw pupils from school for a holiday, and, by law, have to apply for permission in advance. Retrospective approval may not be given. Holidays taken during term time without approval from the Head Teacher will be recorded as unauthorized.

A 2 week holiday means that your child cannot get more than 94.7% attendance for the year so will not achieve the target of AT LEAST 96.00% Attendance.

Children will be given a 'Holiday Work Pack' by the teacher, to be completed t your child can not during a holiday.

The School Curriculum is closely structured, and parents are asked to consider the effects that a holiday absence may have on their children's progress at school. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on any topic introduced before their return. There is a consequent risk of underachievement, which the school and parents must seek to avoid.

Extended Visits to a Country of Family Origin

It is recognised that extended visits to the country of family origin provide important opportunities to reaffirm family, linguistic and cultural identities. As such they can be positive, personal and educational experiences. At the same time there is evidence to indicate that visits, resulting in significant absence from school during term time, are disruptive to the pupil's education and have a negative impact on attainment.

Parents are encouraged to arrange visits to their country of family origin during school holiday periods. An extended period of absence may be granted, at the discretion of the school, for a **maximum period of 4 weeks in term time**. Only one such absence will be granted in the primary phase and one in the secondary phase of a child's education. In these cases, children will be given a 'Holiday Work Pack' by the teacher, to be completed during a holiday. If we agree a holiday it is very important that your child comes back to school promptly.

Lateness

It is a legal requirement that your child arrives in school on time. Children may come onto the school premises at 8.30 a.m. A bell will ring at 8.45 a.m. when children can go into their classes. Morning registers are taken at 8.55 a.m. and the register closes at 9.20 a.m. Afternoon registers are taken at 1:00pm and the register closes at 1:15pm. Any pupils who arrive after this time must report to the Reception and they are marked in as Late in the class register. If a child is marked late after registers close they lose an attendance mark for that session.

If a pupil is late due to exceptional circumstances, no action will be taken. If a pupil is frequently late with the same thing or similar explanations, a meeting will be arranged with parents to identify any issues that are causing the pupil to arrive late at school.

Missing 15 minutes of school every day adds up to 9 WHOLE DAYS missed of lessons for the year!

Medical Appointments

We understand that medical appointments are unavoidable, but we ask that where possible dental and doctor appointments are made outside of school hours. If however, a child is taken out of school for such an appointment, they are expected to come into school before and after the appointment. While we do understand that sometimes it is unavoidable to make these outside of school hours and in some cases it is impossible for a child to get back into school, every effort possible should be made for every child to be at school during school hours.

Statutory Test Dates 2017

Statutory Tests for pupils in Years 1, 2 and 6 take place in the Summer Term:

Year Group	Assessment	Dates
Year 1	Phonics Screening Test	11 th June-15 th June 2018
Year 2	Phonics Screening Re-Sit Test	11 th June-15 th June 2018
Year 2	End of Key Stage 1 Assessments (SATs)	May and June 2018
Year 6	End of Key Stage 2 Tests (SATs)	14 th May-18 th May 2018

Please avoid any absences during the academic year as it will impact on your child's learning and they are likely to miss revision time, SATs, School Tests and Assessments which occur regularly across all year groups throughout the year.

Attendance Target 2017-2018

The school sets attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.

Our current target for 2017-2018 is an average expected attendance of 95.00-96.00%

If a child's attendance falls below 90.00% the parents will be sent a letter informing them of their child's attendance with the expectation that their child's attendance will improve.

A child with 85%, or below, attendance is classified as a persistent absentee and their attendance will be closely monitored. If there is no improvement the Local Authority Attendance Officer will be informed.

Absence from School

First Day Absence

Parent/Carers must inform the school if their child is going to be absent by 9.30am. In cases where the school has not been contacted, the school office will contact you via telephone, a note will be recorded on the child's register.

If your child is going to be absent for longer than 48 hrs, you must inform the office.

Ten Day Absence

Any pupil who is absent without an explanation for 10 consecutive days will be referred to Oxfordshire County Council. *[This is a legal requirement]*. The school will include details of the action they have taken.

Absence Notes

Absence notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

Frequent Absence

It is the responsibility of the school attendance officer to be aware of, and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve any concerns with parent/s.

Where incidents of poor attendance and/or lateness are identified through monitoring, parents/carers will be notified in writing that this is a cause for concern. If this continues, the school will invite parents/carers in to discuss causes and ways forward.

Penalty Notices and Legal Action

The Law

The Education Act 1996 Part 1, Section 7 states: The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

- [a] To his age, ability and aptitude and
- [b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

In cases of persistent absenteeism, the school reserves the right to issue a Penalty Notice Warning which could result in a referral to The County Attendance Team to issue a fine or take further legal action through the courts.

A Penalty Notice is a fine that the County Attendance Team may decide to issue instead of taking legal action through the Magistrates' Court system.

Parents / carers may be issued with a Penalty Notice of £60 (Which will be doubled to £120 if not paid within 21 days of issue) if:

- they fail to ensure that their child attends school, or other education provision, regularly, usually defined as six or more unauthorised absence sessions over a six week period;
- they allow their child to take leave of absence during term time without the school's authorisation;
- they fail to return their child to school on the agreed date after a period of authorised leave of absence;
- their child persistently arrives late for school after registration is closed.

A pupil becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year **for whatever reason**. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

The school monitors all absence thoroughly. Any case that is seen to have reached the PA mark **or** is at risk of moving towards that mark is given priority and parents will be informed of this immediately.

PA pupils are tracked and monitored carefully by the school and a parenting contract meeting will be offered between parent, pupil and school to try and help resolve any issues. PA cases maybe referred to the County Attendance Team

and if necessary, they have a range of legal powers open to them to enforce attendance including parenting orders, education supervision orders and prosecutions. If convicted of an offence a parent could face a fine of up to £2,500 per parent and/or 3 months imprisonment.

A Welcome Back

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to other pupils.

Promoting Attendance

The school will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education.

The Home/School agreement can be used in this way.

Relevant Policies and Documentation

- This policy should be read in conjunction with these documents:
- Admissions Policy
- Safeguarding Pupils and Child Protection Policy and associated documentation
- Behaviour Policy
- Anti-bullying Policy
- Exclusions Policy
- OCC Guidelines on Attendance and model letters to send to parents in the case of attendance and/or punctuality concerns.

Reviewed: September 2017

Next Review: September 2018