

# **KILBY ST MARY'S PRIMARY SCHOOL**

## **ATTENDANCE POLICY**

## Attendance Policy

At Kilby St Mary's Primary School we believe that regular and consistent attendance plays a major role in the quality of learning for each of our pupils. Whilst 100% attendance would be ideal, we do recognise that children have time off due to illness, doctor's appointments, out of school music exams etc. This policy is intended to set out what is expected within school regarding the minimum attendance required of all pupils, the procedures for monitoring and evaluating persistent absenteeism and lateness and outlines the procedures that are in place to deal and reduce such issues.

### Aims of the Policy

- To set out expectations of attendance, both nationally and within school;
- To detail procedures regarding absence from school;
- To detail procedures regarding 'Absence requests';
- To detail how absenteeism is monitored and evaluated;
- To detail procedures regarding 'lateness';
- To detail how lateness is monitored and evaluated.

### Expectations for Attendance

- Across each term we expect all children at Kilby St Mary's to maintain **at least a 95%** attendance rate on an annual basis.
- The school door opens at 8.50a.m. therefore we expect all children to be in class by 8.55a.m.

### Procedures Regarding Absence from School

1. Every class is required to be registered twice daily; once at 8.55a.m. and again at 1.15p.m. Registration closes at 8.55a.m. therefore any children arriving later than this will be deemed as arriving 'late.'
2. Parents are requested to inform school of the child's absence (due to illness) each day. This can be done by leaving a telephone message with the school office. The office staff will contact parents if no such contact is made. This is to ensure each child's safety.
3. A reason for absence is marked in the attendance register in accordance with the codes.
4. In the event of absence for a dentist or doctor's appointment, parents have a responsibility to inform school by means of a letter or a phone call to the office, so that the absence can be coded as 'Medical'. In the absence of such information the absence will be recorded as 'Unauthorised'.

### Requests for Leave of Absence / Holidays

From 1st September 2013, a change in the law removed a Head teacher's ability (at their discretion) to authorise any leave of absence of up to 10 days. Therefore, **no requests for holiday absence will be authorised from 1st September 2013.**

The Head teacher will not authorise any leave of absence unless:

- An application has been made in advance by the parent with whom the pupil normally resides  
**AND**
- The Head teacher considers that there are exceptional circumstances relating to the application. Exceptional circumstances for leave of absence may constitute a music or

## Attendance Policy

performing arts exam, participation in a local or National Sporting event, the wedding day of a close relative etc.

Any Leave of Absence for 'exceptional circumstances' must be requested using the 'Leave of Absence' form for pupils. (See [Appendix 1](#) below)

### Monitoring and Evaluation of Attendance

- Attendance is monitored on a half termly basis by the member of staff responsible for attendance (Headteacher.)
- The school SIMS computer system can identify which children have **not** maintained the minimum attendance. If any child has **less than 85%** attendance at the end of each term a standard letter is sent home to the parents/carers highlighting the fact that their attendance has fallen below the required percentage. Occasionally this conversation might be verbal, for example at Parents Evening.
- If an adequate response to the first letter is not received, and the situation regarding absenteeism continues, a second letter requesting medical evidence for absenteeism is sent to the parent/carers of the child, at the next monitoring.
- If an adequate response to the second letter is not received, and the situation regarding absenteeism continues, without medical evidence, then the matter is forwarded to our Family of Schools Attendance Officer (A.O.) to pursue. The A.O. will make contact with parent/carers themselves and arrange home visits to discuss a child's attendance in more detail. Targets for improvement will be discussed but in some cases the attendance officer can take legal action against parents of poor attending pupils.
- Individual attendance figures are reported to parents in each child's annual report. Whole school attendance figures are reported to Governors annually.
- Certificates are given out to children with 100% attendance at the end of each term.

### Procedures regarding 'lateness'

Children who arrive after registration are recorded on the registers as a 'late'. The computer system will register them as an 'Unauthorised Absence' for the morning session.

### Monitoring and Evaluation of 'lateness'

- The school SIMS computer system can identify children who frequently arrive at school late. A standard letter will then be sent home to the parents/carers highlighting the fact that their child is frequently arriving at school late and requesting improvement. Occasionally this conversation might be verbal, for example at Parents Evening.
  - If an adequate response to this first request is not received, and the situation regarding lateness continues, then the matter is forwarded to the Attendance Officer to pursue.
  - Individual attendance figures are reported to parents in each child's annual report and frequent lateness will have an impact on these results. Whole school attendance figures are reported to Governors annually.
  - Certificates are given out to children with 100% attendance at the end of each academic year
- APPENDIX 1:** Leave of Absence Form for Pupils from 1st September 2013

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## Leave of Absence Form for Pupils

THIS APPLICATION MUST BE MADE IN ADVANCE AND CAN ONLY BE COMPLETED BY THE PARENT WITH WHOM THE PUPIL NORMALLY RESIDES.

FROM THE 1ST SEPTEMBER 2013, APPLICATIONS FOR 'HOLIDAY' CAN NO LONGER BE APPLIED FOR AND THIS FORM IS TO BE USED FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES.

SEE OUR 'ATTENDANCE POLICY' ON THE SCHOOL WEBSITE FOR FURTHER DETAILS.

PUPIL'S NAME	YEAR GROUP / CLASS
DETAILS OF ABSENCE REQUEST	
DATE OF ABSENCE	
PARENT / CARER SIGNATURE	DATE REQUESTED (MUST BE IN ADVANCE OF DATE OF ABSENCE)

### FOR SCHOOL USE ONLY

AUTHORISED / UNAUTHORISED?	REASON FOR AUTHORISATION?
HEAD TEACHER SIGNATURE	ABSENCE CODE

