



# **Attendance Policy**

**Reviewed – June 2017**  
**Next review –June 2020**

## Statement of Intent

- Coxheath Primary School is committed to the continuous raising of achievement of all of our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.
- One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. Coxheath Primary School actively promotes 100% attendance for all of our pupils and we seek to promote good attendance and punctuality in a number of ways.
- We recognise that parents / carers have a vital role and a legal responsibility to ensure good attendance and we promise to identify, investigate and work in partnership with parents / carers, pupils and other agencies to resolve attendance problems.

## Parental Responsibility

- The parents / carers have a legal responsibility to ensure pupils attend school regularly and punctually. To this end, it is desirable that parents / carers should be the first line of contact whenever the child is absent from school.
- When a child is absent it is the parents' responsibility to contact the school **on the first day** (and every day) the child is absent.
- If a pupil fails to arrive at school the designated person will check on their whereabouts.
- If pupils 'sign-up' for a club they are expected to attend each week; registers are taken for each club. If they are unable to attend for any reason then parents are required to inform the school by telephone or supply a letter of explanation.

## The Role of the Teacher

Class teachers should complete a register at the beginning of each morning and afternoon session.

Frequent absence is also a cause for concern. School Medical Officers are very helpful and can normally clarify whether ongoing absence is justified. **It is the school who authorises absence, not the parent/carer.**

At Coxheath Primary School infant (EYFS and KS1) pupils are expected to arrive in time for start of school at 8.50 am. Junior (KS2) pupils are expected to arrive in time for start of school at 8.50 am. All pupils arriving after this time should report to the school office where they are required to sign the late book.

Any pupils arriving after 9.20 am will receive a late mark (L). Persistent lateness will result in the pupil receiving an unauthorised absence mark which may, in extreme circumstances, result in the intervention of the School Liaison Officer. The school, with the SLO, will take action if persistent lateness continues.

## Authorised / Non-Authorised Absence

- It is the school who authorises the absence, not the parent/carer.
- Only the Headteacher can authorise absence.
- Absence can be either authorised or unauthorised.
- Authorised absence may include illness, religious observance, etc.
- Unauthorised absence is when no reason has been given for the absence or the reason is considered to be unjustified.

## Leave of Absence / holiday

- Parents do not have the automatic right to withdraw pupils from school for a holiday in term time. In accordance with the amendments which have been made to the **Education Regulations**, with effect from 1st September 2013, **the Headteacher may not grant any leave of absence for holidays**

**during term time.** If there are exceptional circumstances around a child needing leave from school, these will be dealt with on an individual basis and the Headteacher and nominated Governors will determine the number of school days a child can be absent if the leave is granted.

- If leave is taken which had not been authorised by the Headteacher, a fixed penalty may be issued by Kent County Council.
- If it comes to light that a child went on holiday when they were reported to be unwell then this absence will be unauthorised and a fixed penalty notice may be given.

## **Penalty Notices**

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA Officers, Headteachers and the Police to issue penalty notices in cases of unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27 February 2004.

Kent County Council will consider issuing Penalty Notices in the following circumstances:

- (a) overt truancy (including pupils caught on truancy sweeps)
- (b) parentally-condoned absences
- (c) excessive absence in term-time
- (d) excessive delayed return from extended leave
- (e) without prior school agreement
- (f) persistent late arrival at school (after the Register has closed).

## **Children Missing Education**

No child may be removed from the school roll without consultation between the Headteacher and the Attendance Service. Where a child is missing from education, Local Authority guidance should be followed.

## **Attendance Reporting:**

- Parents telephone with reasons for pupil absence on each day of absence.
- Class Teacher / designated person to enter details into the register / computer.
- Class Teacher to enter absence mark in the register for the duration of the absence.
- A text is sent (from Office Staff) to parents by 10am on the first day of absence, informing them that their child is not present. This is sent daily if no response is received from parents.
- On receipt of a note from the parent the class teacher or designated person enters the appropriate code in the register.
- Class Teachers to raise any concerns with the designated person.
- Office attendance officer to produce report at end of each term for children who are under 93% for the 12 month period up until that date.
- Class Teacher / designated person (Family Liaison Officer) to take appropriate action when absence is a concern and contact the parents to discuss attendance issues.
- A phone call and / or letter will advise parents where attendance has fallen and is a concern at 93%.
- Fixed Penalty Notice may be given if attendance is a concern (less than 90%) and improvement is not seen.
- Referral to the Attendance and Behaviour Service will be made where further action is required or issues cannot be resolved.

Appendices –

Examples of letters sent regarding absence and attendance levels

Kent School Referral Pathway – Pupil Attendance (2016)

Date:

Dear

Re: Name of Child:

Date of Leave of Absence Request:

Thank you for your recent letter informing us of leave of absence during this term for your child.

I can inform you that we have received your letter and that your child's absence will be recorded as unauthorised.

Thank you for letting us know.

Yours sincerely,

Mrs S Holman  
Head of School

Date :

Dear  
Re: Name of Child

Leave of Absence Dates:

Thank you for your recent letter informing us of leave of absence during this term for your child.

I can inform you that I have concluded that the circumstances you find yourself in are 'exceptional' and therefore leave of absence is granted.

Yours sincerely,

Mrs S Holman  
Head of School

21<sup>st</sup> April 2017

**Re: Attendance**

Dear \*\*\*\*\*

We carefully track attendance throughout the year as this has a direct impact on a child's chance of success. High levels of absence can have a serious impact on their education and we are keen to work closely with parents to secure the very best for every child.

Parents have a legal responsibility to ensure that their children are in school and if absence levels are high, schools have a duty to make parents aware of this and offer support if necessary. Please refer to the diagram below for more information about good attendance.

We fully understand that poor attendance could be attributed to a number of genuine circumstances such as a prolonged period of illness, an authorised period of absence or a medical condition and if these conditions apply for your child please be assured that this letter is purely for your information.

Currently, \*\*\*\*\* has an attendance figure of \*\*\*\*\* for this academic year and the attendance record is attached to this letter. We would hope that this improves between now and the end of the academic year but if you have concerns about this or if you would like to discuss this further with the school, please make an appointment to meet with Mrs Vella, our Family Liaison Officer.

Thank you for your valued support.

Kind regards,

Mrs S Holman  
Head of School

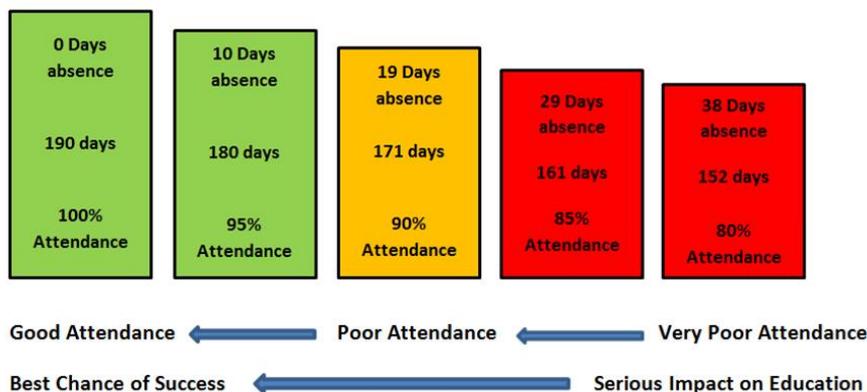
**Good attendance means...**



Being in school at least 95% of the time (180-190 days a year)

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



23<sup>nd</sup> March 2017

Dear .....

Re: 93% Attendance Rate

Following our termly review regarding pupil's attendance at Coxheath Primary School, I would like to bring to your attention that your child's current attendance is .....  
I have attached an attendance report for your records.

Attendance should be 95 – 100% for all pupils.

A pupil's absence during term time can seriously disrupt their continuity of learning, not only do they miss out on teaching while they are away but are less prepared for future lessons when they return. This leads to a high risk of under achievement which we must seek to avoid.

In order to improve attendance and reduce the number of absences from the school we will be monitoring your child's attendance during the rest of the year and will hope to see an improvement. If you feel the Coxheath Primary School, the School Nursing team or myself, the School FLO can assist in any way to help you improve your child's attendance, please do not hesitate to contact me on 01622 745553.

Yours sincerely

Mrs L Vella  
FLO

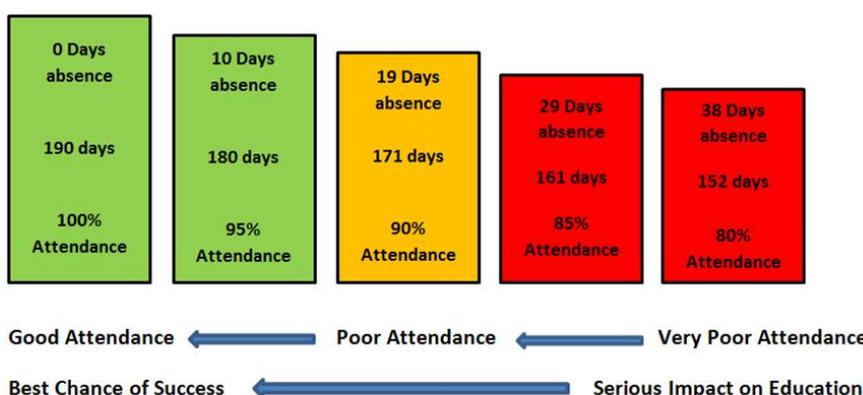
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There are **365 days** in a year and **190 days** in a school year.

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**Re: Attendance – Currently below 85%**

Dear.....,

We carefully track attendance throughout the year as this has a direct impact on a child’s chance of success. High levels of absence can have a serious impact on their education and we are keen to work closely with parents to secure the very best for every child.

Parents have a legal responsibility to ensure that their children are in school and if absence levels are high, schools have a duty to make parents aware of this and offer support if necessary. Please refer to the diagram below for more information about good attendance.

Currently, as of *date*, *Name* has an extremely low attendance figure of 83.47% for this academic year and the attendance record is attached to this letter. We would expect this to improve between now and the end of the academic year and all absence from now on will be recorded as unauthorised unless medical evidence is provided. We will be left with no option but take further action should this not be the case.

If you have concerns about this or if you would like to discuss this further with the school, please make an appointment to meet with Mrs Vella, our Family Liaison Officer.

Kind regards,

Mrs S Holman  
Head of School

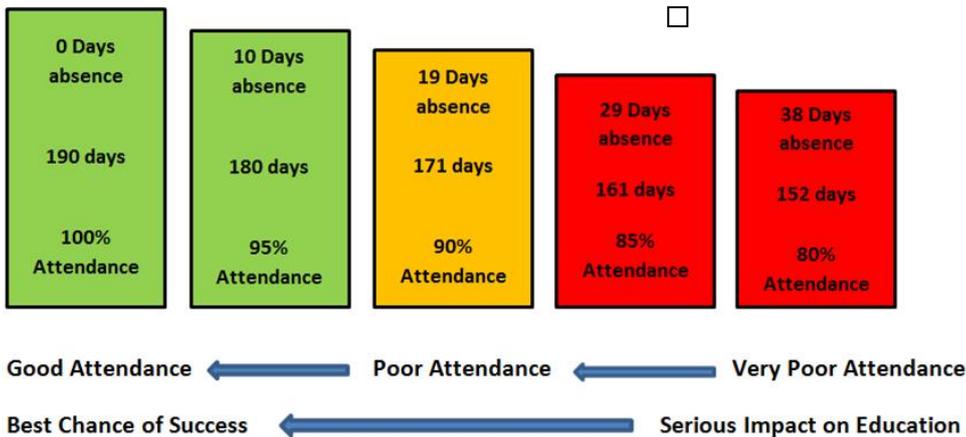
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## Kent School Referral Pathway – Pupil Attendance (2016)

