

John Keble Church of England Primary School



Attendance Policy

Chair of Governors	Fr Andrew Teather
Head teacher	Mrs Catherine Allard
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Introduction

1.1 At John Keble CE Primary School we are committed to the continuous raising of achievement of all of our pupils. Regular attendance is crucial if our pupils are to be successful learners and benefit from the opportunities presented to them.

1.2 One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. John Keble CE Primary School actively promotes 100% attendance for all of our pupils

1.3 John Keble CE School aims to create an ethos in which excellent attendance and punctuality are recognised as the norm and seen to be valued by the school. Attendance is a standing item on all Full Governing Body agendas.

Parental responsibility

John Keble CE Primary School encourages all parents and carers to work in partnership with the school in order to improve attendance and punctuality and recognises that under the Education Act 1996, 'Parents and carers have a legal duty to ensure that children of compulsory school age attend school on a regular and full-time basis.' Parents/carers should be the first line of contact whenever the child is absent from school. Children who are late or absent fall behind with their learning.

It is the parents/ carers responsibility to:

2.1 ensure that their child/ children arrive to school on time between 8.30am and 8.40am unless they attend breakfast club. This allows enough time for the children to join the line and get to the classroom on time.

2.2 take children who arrive after 8.50am to the office and sign them in, giving a reason for the late arrival. Any child arriving after 9.10am will be marked with a U, unauthorised absence,

2.3 ensure that children are collected promptly at the end of the day and to make the office aware if arrangements differ from the child's usual arrangement. 2.4 Notify the school on the first day of absence before 9.15am or as soon as possible.

2.5 provide medical evidence following a child's absence.

2.6 make medical and dental appointments outside school hours.

2.7 liaise with the school regarding any specific issues that might cause absence.

The role of the teacher

3.1 Class teachers and/or TAs complete a register at the beginning of each morning and afternoon session.

The role of the school

The school aims to

4.1 raise awareness of the importance of uninterrupted attendance and punctuality at every stage of a child's education.

4.2 promote a positive and welcoming environment in which children feel safe and secure and valued

4.3 monitor attendance and ensure consistency

4.4 Recognise difficulties that some families might face

4.5 work in partnership with parents, carers, children and the educational welfare team
4.6 If there is no contact from parents/carers about their child's absence, then we will attempt to make contact with them through text, phone calls and, in some cases, home visits. If no contact is possible through these means, then we will attempt to call the child's emergency contacts. If contact is not possible, a referral

may be made to Brent Family Front Door if we feel the child may be vulnerable or at risk. After three days the school has to make a referral to the Educational Welfare Service (form RF1). The child is recorded as 'missing in education' in-line with school and borough safeguarding procedures

Tracking Absence and Punctuality

5.1 Absence is either authorized or unauthorised. Authorised absence usually is in the case of illness. Absence is marked as unauthorised when there is no reason given for the absence or it is considered the reason is unjustified or for a longer period than would reasonably be expected. The following reasons are examples of the kinds of absence that will NOT be authorised:

- Absence of sibling(s) if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's birthday or family social events
- Shopping trip
- Overseas travel

It is the school who authorises the absence, not the parent/carer. The Parental Liaison/Attendance Officer can normally clarify whether absence is justified and this will be done on a case-by-case basis and in-line with other contextual information.

5.2 Any pupils arriving after 9.10am are recorded as an unauthorised absence which affects the child's overall attendance for the week and year.

Term time leave

6.1 The default school policy is that absences (such as for holidays) will not be granted during term time and will only be authorised in the most exceptional of circumstances.

6.2 If a genuine emergency arises, parents/carers must come into school and explain the situation to the Head Teacher. Parents/carers do not have the automatic right to withdraw pupils from school. Parents/carers must make an appointment and explain the emergency or exceptional circumstances in a face-to-face meeting with the Head Teacher. The Head Teacher is not obliged to agree to requests and there is no right of appeal for parents against the decision given. Leave applied for just after or just before holidays is unlikely to be granted.

Education Penalty Notices (EPNs)

7.1 If parents/carers decide to take their child out of school without permission, a referral is automatically made to Brent Educational Welfare Service and this could result in an education penalty notice (EPN) being issued. At John Keble we will apply to the Educational Welfare Service for an EPN to be served against parents/carers who regularly take leave before or after a holiday.

7.2 EPN fines are £120 if paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the fine may result in parents being prosecuted in court for their child's unauthorised absence from school.

7.3 Furthermore, taking a child out of school without permission could also mean the child's school place is at risk and parents/carers may have to reapply for a place via Brent Admissions.

7.4 Children who regularly arrive after 9.10am and marked with a U, unauthorised absence, may also be issued with an EPN.

School Action for Low Attendance

8.1 We aim to identify, investigate and work in partnership with parents/carers, pupils and other agencies to resolve the attendance problems of any child who falls below the legal minimum of 95%. This often means inviting parents/carers for a meeting and putting in place monitoring procedures and/or support for the family such as through Early Help and/or our Family Group.

Any pupil whose attendance falls below 90% is classed as a 'Persistent Absentee', in line with government legislation. This invokes close monitoring through attendance meetings and contact with the Educational Welfare Officer.

APPENDIX A - The impact of school absence

If a child's attendance during the school is ...	The child will have lost approximately ...	Or they would have missed approximately ...
95%	9 days	50 lessons
90%	19 days	100 lessons
85%	29 days	150 lessons
80%	38 days	200 lessons
75%	48 days	250 lessons
70%	57 days	290 lessons
65%	67 days	340 lessons

Absence = lost opportunity

Do not take your child on holiday or out of school during term time

APPENDIX B – The impact of poor punctuality

If in the school year a child is late everyday ...	The child will have lost approximately ...	Or they would have missed approximately ...
5 minutes	3.5 days from school	20 lessons
10 minutes	7 days from school	41 lessons
15 minutes	10 days from school	55 lessons
20 minutes	14.5 days from school	82 lessons
30 minutes	22 days from school	123 lessons

Good punctuality is important to maintain good school attendance and to promote positive habits at an early age.

(Source: Brent Educational Welfare Service 2014)