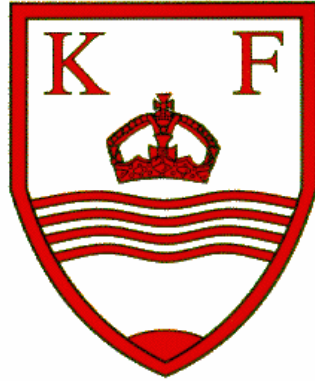


Kingsfleet Primary School



Attendance Policy

A Guide for Parents

A COPY OF THE FULL POLICY IS AVAILABLE FROM THE SCHOOL OFFICE
OR THE SCHOOL WEBSITE

Parents' / carers' responsibilities

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Felixstowe Family of Schools.

Kingsfleet Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

When does my child need to be in School?

Your child should be at school in good time for registration.

The porch doors open at 8.45am.

The morning register will be called promptly at **9.00am** and the afternoon register at **1.05pm**.

What happens if my child is late?

The morning register will be called promptly at 9.00am.

Any child arriving after 9.00am but before 9.15am will be marked as late (L).

Any child arriving after the registers have closed at 9.15am will be marked as unauthorised late (U).

The afternoon register will be called promptly at 1.05 pm.

Any child arriving after 1.05pm but before 1.15pm will be marked as late (L).

Any child arriving after the registers have closed at 1.15pm will be marked as unauthorised late (U).

- This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late.
- Pupils who arrive late for school but before the register closes report to the school office and complete the Late Log.
- If a pupil arrives late on a regular basis the Head will write a letter to the parents and ask them to visit school to look for ways of improving punctuality.
- Pupils leaving the premises legitimately (eg for a medical appointment), or returning to school later in the day are signed out by the adult collecting them.

Term Time Absence

What do I do if my child is unwell?

You need to contact the school by 8.30pm on the first day of absence - If you do not phone us, we will phone you (see below).

If your child has been physically sick (vomited) or has had diarrhoea, they cannot return to school until 48 hours after their last episode of vomiting.

Kingsfleet operates a system of first-day calling. This means that parents will be contacted on the first day a pupil is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge.

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

What is procedure for requesting leave of absence?

Parents/carers are expected to take their child(ren) on holiday during the 14 weeks school holidays to minimise the impact of their child(ren) missing their education.

Kingsfleet will consider every application individually, its policy is NOT to grant leave of absence other than in the most exceptional circumstances

The school will consider authorising leave of absence for:

- Service personnel who are prevented from taking holidays during term-time;
- a pupil is involved in an exceptional circumstance – in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered,
- Absences for important religious observances are often taken into account but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events

What reasons will the school accept for absences?

Absence will be authorised in the following circumstances:

(a) where leave has been granted by the school in advance, for example –

- a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
- a pupil is involved in an **exceptional** circumstance – in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered,

(b) where the school is satisfied that the child is too ill to attend;

(c) where the pupil has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him / her to school beforehand);

(d) where there is an unavoidable cause for the absence which is beyond the family's control;

(e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong;

(f) in other **exceptional circumstances** (eg a family bereavement) and **for a very limited period.**

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the pupil is absent for **unexceptional** reasons, eg a birthday;
- the pupil is absent from school on a family holiday;
- the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

Kingsfleet School will respond to all requests for a leave of absence in writing giving the reasons for the decision.

Kingsfleet School will NOT authorise a holiday during periods of national tests, ie SATS.

My child is trying to avoid coming to School. What should I do?

Contact your child's class teacher immediately and openly discuss your worries.

Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Attendance Officer. The school may also refer you to an Attendance Officer who works with staff and families if difficulties with attendance arise.

Fixed Penalty Fines

A fixed penalty notice fine will be issued when 6 or more unauthorised absence sessions (not necessarily consecutively) have occurred (3 whole days in total). School will give a reminder/warning about attendance when 4 unauthorised sessions have been recorded (2 whole days in total) and then expect to see no further unauthorised absences.

If parents/carers choose to take their child(ren) on a term-time holiday without the Headteacher's authorisation, the child(ren)'s absences will be marked as unauthorised.

The penalty notice fine is £60 if paid within 21 days; please note this is £60 for each child, for each parent/carer (i.e. 2 children, 2 parent/carers = £240 fine) increasing to £120 between 21 and 28 days.

Second and subsequent unauthorised term-time absence/holidays may be referred to the local Authority for legal action. In these cases an Educational Welfare Officer will be asked to investigate and will decide with the school what the best course of action should be.