



# KINGSLEA PRIMARY SCHOOL

Kings Road, Horsham, West Sussex, RH13 5PS

Headteacher: Mr A Conway  
Deputy Head: Mrs J Payne

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## ABSENCE POLICY STATEMENT

There is a clear correlation between a child's level of attainment and their attendance.....the more they are in school the better they will do.

Children are expected to attend school for 38 weeks of the year, which allows 14 weeks outside of the school term to be used for family holiday etc. From September 2013 there has been legislation in place that states that children may not be granted leave of absence unless there are exceptional circumstances such as family bereavement. This was clarified by the Supreme Court in 2017. Poor attendance may result in a 'fixed penalty' notice being issued by West Sussex County Council (**Pupil Entitlement: Investigation**).

At Kingslea we have an Attendance Officer who monitors the attendance of all children on a weekly basis. If their attendance falls below 95% (equivalent to  $\frac{1}{2}$  day per fortnight) you may receive a phone call or letter from the school to discuss their attendance.

We aim for all our children to have a regular attendance of at least 97% over the school year (**no more than 6 days off**), with many of our children achieving 100% attendance. Therefore if your child's attendance falls below 97% over a set period of time or has unauthorised absenteeism from school, we would not consider them to be attending 'regularly'.

95% attendance =  $\frac{1}{2}$  day off per fortnight  
90% attendance =  $\frac{1}{2}$  day off per week  
80% attendance = 1 day off per week

Alexis Conway  
Headteacher