



# Attendance Policy

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Version	Date	Reviewed by	Date of next review	Comments
1.0	January 2016		Spring 2019	
1.2	September 2020	K Howard	Autumn 2023	Code G added regarding holidays during term time

This policy is linked to advice from the DfE and WSCC guidance. It outlines the responsibilities of parents' and schools and the procedures that a school will adopt to support parents. ("Parent" includes anyone who has a parental responsibility or guardian-ship)

## Aims

The aim is to maximise attendance and support parents in carrying out their responsibility to ensure that their children attend and stay at school and thus maximise the opportunity for learning. The school will actively support children's regular attendance at school and will work in partnership with parents to enable this to happen.

### Registers

The Governing Body is ultimately responsible for the correct maintenance of their respective Admissions Registers and Attendance Registers, although their routine upkeep is the responsibility of the Head Teacher. The latter are legal documents. They should be kept for seven years.

### Statutory Responsibilities

There are two statutory areas of responsibility for attendance:

- The parent is guilty of an offence if a child of compulsory school age is registered but fails to attend regularly without a school's approval or other good cause (as defined in Section 199 of the Education Act 1993)
- The Head Teacher, not parents, can authorise absence

### Parental Responsibility

- It is the parents' legal responsibility to allow their child(ren) maximum attendance at school. Parents should ensure that their children arrive at school on time, properly attired and in a condition to learn.
- It is the parents' responsibility to inform the school of their child's absence of that day by telephoning the school, emailing to [office@kinglea.org.uk](mailto:office@kinglea.org.uk) or using the ParentMail absence reporting facility.
- If a child is absent and the school have received no notification from the parent, the school will contact the parent by telephone to ascertain the reason for the absence. If the school are unable to contact parents they will continue to telephone the list of contacts given for the child until the reason for the child's absence can be confirmed.
- If the absence extends beyond one day, parents should contact the school to explain the reason for the continued absence of their child.

### Authorised Absences

- For absence other than for sickness, parents must seek the prior approval of the Head Teacher. An application form is available from the School Office.
- 'Authorised absences' are defined as:-
  - Medical / dental appointments (M)
  - Approved PE or sporting activity (P)
  - Day of religious observance of the parents' religion (R)
  - Absence under licence, issued by the Area Education Officer for a theatrical or other performance (B)

- Educational visit (V)
  - Sickness (I)
- All other absences are “unauthorised”, other than in exceptional circumstances.
  - The attendance of children will be monitored by the school administrator for attendance and the Head Teacher.
  - The school regularly works closely with the Education Welfare team and will report any problems and seek their assistance.
  - The school openly encourages an active partnership with parents and welcomes discussion of any problem relating to attendance.

### **Holidays During Term Time**

Holidays during the term time are not authorised and parents do not have the right to remove a child (of compulsory age) for a holiday during school time. Unauthorised holiday absence will be coded as Family Holiday (not agreed or day in excess) (G) on the register.

### **Penalty fine - The Education (Penalty Notices)(England) Regulations 2007**

Should a school not agree to grant leave and parents take their child on holiday regardless, then this will be counted as unauthorised absence (truancy). The school and our Attendance Officer may consider issuing a Penalty Fine of £60 for this period of unauthorised absence if paid within 21 days of receipt of notice, rising to £120 if paid within 28 days or leading to prosecution for failing to ensure regular school attendance if unpaid after 28 days. Penalty notices are issued to **each parent for each child**.

### **Registered Sessions**

Attendance registers will be completed accurately at the start of each morning and afternoon session and show if any absence is authorised or unauthorised.

Where a child is absent without the school’s prior approval, the absence will be treated as unauthorised until a satisfactory explanation is provided.

It is a parent’s responsibility to ensure their children arrive at school on time. Lateness can disrupt the learning of others and can result in a pupil feeling greater stress and achieving poorer outcomes.

School sessions times start at 8.55 am and 1.05pm (KS1) and 1.25pm (KS2), and children will be marked as ‘Late’ (L) if they are not in their classes when the registers are called.

Registers close at 9.10am each day and arrival after this will be marked as ‘Late after registers closed’ (U).

Persistent Late Absences of 10 sessions in a ten week period will result in a further 15 day monitoring period being introduced and if lateness persists legal action, in the form of a **Penalty Notice or Prosecution under Section 444(1) of the Education Act 1996** may follow.