



Kemball School

"We can because we try"



Attendance Policy 2018

This policy was adopted by the Governing Body at its meeting held on 1st March 2016. Reviewed September 2018

Kemball School Attendance Policy

Kemball School is committed to raising the achievement and aspirations of all of the pupils. One of the ways in which we do this is by promoting good attendance and punctuality

Kemball School recognises that regular attendance at school is a legal requirement and will ensure that all unnecessary absence is challenged and, where appropriate, not authorised. Effective strategies will be put in place to ensure that all pupils achieve the highest possible levels of attendance and punctuality ensuring that any factors that may limit full attendance are identified and acted upon swiftly.

School's Responsibility:

- Regular, efficient and accurate recording of attendance data
- Early and appropriate contact with parents when a child is absent and no appropriate reason has been given
- Early and sensitive action to be taken to try and resolve any problems that may be affecting attendance.
- Regular evaluation of attendance procedures and levels of attendance undertaken by the Senior Leadership Team and the Governing Body.
- Where appropriate regular letters home to all pupils whose attendance has fallen below 90%
- When an individual pupil's attendance level falls below 90% in any term **without good reason**, a referral to the Education Welfare Service will be made by the school. Following investigation any unresolved issues could result in the parent/carer receiving a Penalty Notice or ultimately a prosecution under the Education Act 1996 s.444

Parents and Carers should:

- Encourage and support their child/children to attend on a regular basis
- Contact the school, in person, on the first day of absence by telephoning the school before 8.45am Messages sent via the school transport staff are not acceptable
- Ensure that children arrive on time, dressed appropriately, nourished and well prepared for the school day
- Positively engage with the school and inform an appropriate member of staff of any issue that may prevent regular attendance.
- Ensure that unless absolutely necessary that medical and dental appointments etc. are made outside of school hours or during school holidays.
- Understand that holidays during term-time are at the discretion of the Head Teacher and will only be granted in exceptional circumstances
- Co-operate with school staff and the Education Welfare Service in relation to the attendance of their child/children.

Pupils:

- Will attend school regularly and on time
- Will inform the school of any problems or issues that may affect their attendance at school.

Roles and Responsibilities:

- The Head Teacher will have overall responsibility for attendance
- Day to day concerns surrounding attendance to be reported by staff to the member of staff responsible for attendance matters.
- Staff are responsible for marking the registers in accordance with the registration system operating in the school.
- The Education Welfare Officer attached to the school shall keep school informed about any referrals made and will also support the school and parents/carers in any appropriate way to improve attendance.

Education Welfare Service

- The EWS will provide a named officer with responsibility for the school
- The officer will assist in the robust monitoring of attendance at the school
- The officer will deal with referrals and make judgments as to the most appropriate form of action in conjunction with the school and any other agency that may be involved.
- Penalty Notices and/or Parenting Contracts may be considered as a means of trying to improve individual pupil attendance and/or punctuality, after appropriate consultation with the Head Teacher.
- Assist in identifying patterns of absence and punctuality.
- Provide advice to the school in relation to a whole school approach to attendance.
- Carry out statutory duties in all respects.
- Provide interim welfare support to pupils and families and if necessary make appropriate referrals to other agencies.

Rewards and Incentives:

The school recognises the need to reward school attendance and a number of rewards and incentives will be put in place from time to time in order to reflect this.

Kemball School is committed to improving standards of attendance at school and will robustly address any attendance issues as a matter of priority.

What is meant by authorised absence?

Some absences are allowed by law. An authorised absence is an absence with permission from the Head Teacher or other authorised representative of the school. This includes instances of absences for which a satisfactory explanation has been provided e.g.

- Illness

- Religious observance
- Funeral of close family member
- Medical appointments that cannot be made before or after school or during the school holidays

What is meant by an unauthorised absence?

Unauthorised absence is absence without permission from the Head Teacher or other authorised representative of the school. This includes all unexplained or unjustified absences

- Looking after a relative or other siblings
- Taking a day off for a birthday.
- Going shopping e.g. for new shoes
- Parents keeping children off school unnecessarily - waiting for a tradesman e.g. gas man
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Holidays taken without the permission of the Head Teacher

However, we appreciate that there are occasions when there is a particular problem that causes your child to be absent. Please let us know and we will deal with these sympathetically.

Holidays during term-time

One of Kemball School's priorities is raising pupils' levels of attainment and it is clear that improving attendance and reducing levels of persistent absence are most important factors in achieving this goal. This cannot be achieved without your co-operation and while we would like to thank you for the work you have already done we must ask for further support in this crucial area.

We are asking for your support by not taking holidays during term-time.

REMEMBER – The Law states that parents/carers DO NOT have an automatic right to take their child out of school in term-time.

Why shouldn't parents/carers take child out of school during term-time?

There is no substitute for the teaching that will be lost.

Your child will miss important work and may never catch up.

You may be helping your child to establish poor patterns of attendance.

You are putting your child at a disadvantage by adding barriers to their learning.

You will affect your children's assessments and results.

You may disrupt access to specialist support needed by your child.

If any periods of absence are taken which are unauthorised, they will be recorded as such in the attendance register. If your child has any other periods of unauthorised absence you may be issued with a penalty notice of £60 per child per parent or guardian. If this remains unpaid after 21 days it increases to £120. Further non-payment results in automatic prosecution in Magistrates Court.

School Hours

8.55am to 3.15pm

Telephone: 01782 883120

Appendix 2

The law and attendance

If you are a parent or carer of, or are responsible for, a child who is registered at school (between ages 5-16) you will need to ensure they attend school regularly.

Parents and carers are committing an offence if they fail to ensure their child's regular attendance at school.

Prosecution could result in a fine of up to £2,500, a jail sentence of up to three months or a community sentence.

Alternatively, Education Welfare Officers, Police Officers and Head Teachers have the authority to issue penalty notices to parents of between £50 and £100. Failure to pay a properly issued penalty notice will result in prosecution as set out above.