

**St John's C of E**

**Primary & Nursery School**

**Kingston**

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| **Attendance** |

Written: Jan 2014

Review:Jan 2017

**Lulu Esua**

**Vision**

Our vision is that the children at St John’s, learning within a Christian community, will move on to the next stage of their education with a strong sense of self-worth, with enthusiasm, curiosity, resilience and a strong sense of community and love for learning. They will display confidence in selecting and using appropriate resources including the changing technologies and demands of the modern world.

**School Target**

Our school target for attendance is set at 97.0%

**Monitoring and Evaluation**

It is important to set realistic targets; these targets may be set in consultation with the Local Authority or with the Governing Body.

Attendance is monitored weekly for any emerging patterns below 95%. Parents will be routinely contacted if attendance falls below 90%. Referral to Education Welfare Officer will be made for pupils below 85%.

**Persistent Absence Definition**

Attendance below 85% is defined by the DFE as persistent absence.

**Definition of "Parent"**

Section 576 of the Education Act 1996 defines "parent" to include:

* all natural parents, whether they are married or not; and
* any person who, although not a natural parent, has parental responsibility for a child or young person; and
* any person who, although not a natural parent, has care of a child or young person.

At St John’s we expect each child on roll to attend school between the hours of

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| **SCHOOL TIMES** | |
| **Nursery** | am 8.45am - 11.45am  pm 12.30pm - 3.30pm |
| **Reception & Key Stage One** | Start 8.45am  Morning break 10.25 - 10.40am  Lunchtime 12.00 - 1.10pm  Afternoon break 2.15 - 2.30pm  Finish 3.20pm |
| **Key Stage Two** | Start 8.45am  Morning break 10.25am - 10.40am  Lunchtime 12.10pm - 1.10pm  Afternoon Break 2.15 - 2.30pm  Finish 3.20pm |

Children should only be absent from school for medical reasons or very specific family circumstances. Absence from school has a detrimental effect on a pupil’s progress and attainment.

Parents are informed regularly of the importance of good attendance and punctuality. There is specific guidance at the beginning of each school year. Where there is poor attendance or punctuality, each case is treated individually. The school works with parents, and if necessary the school Education Welfare Officer, to assist parents in finding a solution. Rewards are given to children who have particularly good attendance.

**Registers**

It is a legal requirement that the school keeps detailed records of lateness and absences. SIMS Attendance registers are marked morning and afternoon and are closed at 9.00am, and 1.15pm respectively. After 9.00am and 1.15pm children are late and this is recorded in the office. After 9.20am and 1.30pm children are recorded by the office as an unauthorised absence.

Any child arriving at school later than this time should go via the school office to ensure they have been registered as a late arrival. Their time of arrival and reason for lateness is marked on the system. It may be that a pattern of lateness develops and it is important to have evidence of this pattern. Nursery and Reception pupils (Pupils under 5 years) are registered though there is no legal requirement to keep records of punctuality and attendance. At St John’s we encourage all those pupils on role to attend school daily and be punctual. Those who arrive after 9.30 are marked as absent for the morning, but are noted in the register with an asterisk to ensure that the child is shown as present on site during fire practices/real fire.

**Absence**

At St John’s **Authorised Absence** covers medical reasons or illness, religious observance, bereavement, receiving part-time and/or temporary education at an off-site unit, exclusion or occasionally special circumstances and occasions. Authorised absence is granted at the Head teacher’s discretion. (Reasons such as holiday, shopping, waiting for a public utility service and non-urgent medical/dental treatment when an appointment could be made out of school hours are **not** acceptable reasons for absence and will not be authorised.) The Headteacher will request a meeting with the parent/carer if a pupil’s attendance falls below 90%.

On the first day of absence the parent/guardian/carer should telephone the school if possible and Unauthorised Absence refers to any absence that is not explained in a letter. It is not acceptable for a child to explain his/her own absence – it is the responsibility of the parent. Absence requests to enable families to have ‘long weekends’ will not usually be authorised. In extremely exceptional

circumstances if an “…… application is made by a parent with whom the children normally resides, a pupil may be granted leave of absence from the school to enable him to go away on holiday.” (Education (Pupil Registration) Regulations 1995) No more than 10 school days will be granted in any school year.

This is may be granted at the Headteachers discretion. Parents should develop and retain an appreciation of the importance for their child’s education of regular school attendance as well as their statutory duty to secure such attendance. We do not normally grant leave of absence as a matter of course. You must also supply a written note in order for an illness entry to be made in the register.

**Punctuality**

Regular lateness due to poor timekeeping is not acceptable and the school will take the following action to remedy this situation:

* Parents will be reminded regularly in Newsletters about the importance of punctuality and the negative effects of lateness.
* Records are kept in the office of the time any latecomers arrive, together with the reasons for lateness.
* All lateness is monitored by the school, together with the Educational Welfare Officer.
* Parents are kept informed of their child’s attendance through an attendance summary, issued each term. If a pattern of lateness/punctuality is noticed the Head/Deputy will make contact with the parent in person or by telephone. This will ascertain if there are any extenuating reasons which, when met, will remedy the lateness. (Reference may be made to the school’s behaviour and anti- bullying policies.) (Letter in Appendix 2)
* If there is no improvement, a formal letter will be sent and a meeting will be arranged with the Education Welfare Officer to discuss ways of remedying the situation.
* If problems continue, a specific referral will be made the Education Welfare Officer who will contact the parents. In extreme circumstances it may be necessary for the LA to consider taking legal action.

**The role of the Education Welfare Officer**

The Education Welfare Officer has a “statutory responsibility for enforcing school attendance”. To monitor termly the registers and to note regular patterns of poor attendance and punctuality. To meet with the Head teacher to discuss individual children with less than 80% attendance.

To take action on behalf of the school, as appropriate, for each individual case.

**Good Practice**

The school will recognise the importance of good practice by:

* Keeping and maintaining registers accurately
* Maintaining a consistent approach to marking registers
* Regularly analysing attendance data
* Ensuring prompt follow-up action in cases of non-school attendance
* Reporting missing children to the LA
* Rewarding and celebrating good and improving attendance through newsletters, certificates, pencils and badges.

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Promoting good attendance is the responsibility of the whole School.

**Any unauthorised absence is damaging to a child’s education as well as reflecting badly on the school. It also gives children the wrong messages about the importance of education which may lead to problems later in schooling. Good attendance and punctuality are important values for later in life.**

**The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 state:**

1. Head Teachers **shall not grant any** leave of absence during term time **unless:**

*A) An application has been made in advance, by the parent with whom the child normally resides*

**AND**

*B) They consider there to be exceptional circumstances relating to the application.*

2. The Head Teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.

3. The Head Teacher can determine how long an absence should be and any additional absence will not be authorised.

* Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (i.e. home education) (Section 7 Education Act 1996).
* If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
* Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.
* Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.

**Parents:**

1. The application must be made in advance by the parent(s) that the child normally resides with.

2. Any leave of absences taken which have not been requested in advance will record as unauthorised.

3. Parents can be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence including holidays.

***We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.***

Appendix 1

**St John’s CE Primary and Nursery School Kingston**

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM**

**TIME IN EXCEPTIONAL CIRCUMSTANCES ONLY**

**Important Information for Parents/Carers**

The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays

* Head Teachers may grant leave of absence if they consider exceptional circumstances apply.
* **If** the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised
* Requests for Leave of Absence should made in advance and before any arrangements confirmed or money committed
* If Leave of Absence is granted please contact school to discuss measures to minimise the impact of the absence on your child’s academic progress
* This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered
* Please complete a Leave of Absence form for each child
* Failure to make a request for a Leave of absence in advance will result in the absence being recorded as unauthorised

*Please note:* ***Parents do not have any legal entitlement to take their child on holiday during term time.***

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Date of Proposed Absence:\_\_\_\_\_\_ Last date of Proposed Absence: \_\_\_\_\_\_\_\_\_

Expected date of return to school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Proposed Absence – please provide reasons to support the application including evidence *(they can only be exceptional circumstances)* (*see overleaf before completing*)

…………………………………………………………..…………………………..……………

……………………………………………………………………………………………………

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Total Days Requested On This Occasion

*(For siblings*) I have also applied to School for leave of absence for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Insert child/children’s name)*

Signature of resident Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For school use only: NAME OF CHILD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Timetable checked: Y/N Form tutor consulted: Y/N

Previous leave checked: Y/N Attendance %: \_\_\_\_\_\_\_\_\_\_\_\_

Consistent with school policy/regulations: Y/N

Reasons for decision: ………………………………………………………………………………………………...

**LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information**

1st date of absence: ………………… Last date of absence: ………………………….

Expected date of return to school: …………………………

Authorised: Y/N Head Teacher/Attendance Lead: …..…………… Date: …….…………

Copy of this completed section must be sent back to parent with letter