

# **Kirklington Primary School**

## **Pupil Attendance Policy**

**Reviewed:  
Autumn term 2022**

## **Policy on Attendance**

### **1 Introduction**

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school (lengthy illness, accident or injury for example).
- 1.2 Under the Education (Pupil Registration) Regulations 1995, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

### **2 Definitions**

#### **2.1 Authorised absence**

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell, the parent writes a note or telephones/emails the school to explain the absence.
- Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

#### **2.2 Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

### **3 If a child is absent**

- 3.1 When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office staff, who will endeavour to contact a parent or guardian.
- 3.2 When the child returns to school, a note should be brought from a parent or guardian to explain the absence, if not previously informed.
- 3.3 Information may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.
- 3.4 If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

### **4 Requests for leave of absence**

- 4.1 We believe that children need to be in school for all sessions, so that they can make the most progress possible. There may be occasional circumstances under which a parent may request leave of absence for a child to be absent, e.g. a special event. This may be classed as an exceptional circumstance, but is at the discretion of the head teacher, who will take

previous attendance, attitude to learning and the exceptionality of the event into consideration. We expect parents and carers to contact the school at least a month in advance.

- 4.2 Parents and carers **do not** automatically have the right to withdraw their children from school for an annual holiday. We ask parents and carers to take their family holiday in the normal school holiday periods, but where this is not possible, the school may consider the leave of absence and inform the parents of the decision made. Authorisation will not usually be granted, unless parents can demonstrate 'exceptional circumstances'. If the absence is considered to be detrimental to the child's progress, the school may issue a fixed penalty notice in line with NCC guidance.

## **5 Long-term absence**

- 5.1 When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- 5.2 If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be offered some tuition outside school.

## **6 Repeated unauthorised absences**

- 6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the LA support services, who may visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.
- 6.2 The governors, supported by the LA, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

## **7 Rewards for good attendance**

- 7.1 All the children who have 99 or 100 per cent attendance in any one term will receive a certificate for attendance and a badge, awarded in special assemblies.

## **8 Attendance targets**

- 8.1 The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

## **9 Monitoring and review**

- 9.1 It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the executive headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- 9.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 9.3 The rates of attendance will be reported in the school prospectus, and in the termly head's report to governors.
- 9.4 Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will

contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher, who will contact the parents or guardians.

- 9.5 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

**Signed:**

**Date**

## **APPENDIX A**

Additional guidance to support attendance, including guidance for fixed penalty notices can be found in the NCC Toolkit (updated Sept 2017):

<https://www.nottinghamshire.gov.uk/media/127162/improving-attendance-toolkit.pdf>

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