

# Kilburn Infant & Nursery School

## ATTENDANCE POLICY

### Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

### Our Ethos

We believe that school attendance is, and always has been, important. If the children are not in school, we cannot teach them. We recognise the legal duties imposed upon parents and schools to ensure the attendance of pupils, but within this framework we hope to work closely with families and maintain good relationships.

### Aims and Objectives

This attendance policy ensures that all staff, governors and parents in our school are fully aware of and clear about the actions necessary to promote '**Good attendance**'.

*This means that a child attends school for 180+ days out of 190, or 95%+. Good attendance gives a child the best chance of success at school, and there are **175 non-school days per academic year for holidays, visits, shopping, family time etc.***

### Promoting Good Attendance

We promote regular attendance through:

- ✓ close liaison with parents and schools with siblings
- ✓ ensuring regular attendance and punctuality feature in newsletters, school assemblies, staff meetings and governors meetings;
- ✓ individual Bronze, Silver, Gold, Special badges for one month's full attendance – presented in the Infant Special Assembly Families
- ✓ promoting good attendance verbally to parents/carers, children, school community
- ✓ following + using DfE and local authority attendance procedures + guidance
- ✓ working with the LA Inclusion Support Advisory Teacher (ISAT)

## Definitions

### **Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

*Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by parent, an absence will be unauthorised.*

### **Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.

## Registration

Registration will take place at 9:00am and at 1:10pm. Registers will remain open for 30 minutes and any child arriving within this time will have a (L) signifying late arrival. Beyond that time pupils receive a (U) signifying late after closure of register.

## Punctuality

Children who are persistently late after close of register soon fall behind with their learning.

Any pupil who comes into school after 9:00am will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9:00am will have the absence recorded as a medical absence (Attendance code M).

## Procedures

Class registers are completed daily and returned to the school office. The parent/carer of specific children who are being monitored/where absence is lower than expected will be texted/contacted first thing in the morning to enquire why the child is absent – this procedure is daily.

For all other absences where school has not been notified by a parent/carer by lunchtime, contact will be made by Business Staff.

At any point a child's individual attendance record for the whole academic year can be generated from the school office computer. This is called an 'Attendance Report'.

All attendance data is inputted daily into the School Office computer and is automatically sent to the DfE for absence monitoring.

General attendance is monitored daily and weekly. Each month the Head teacher collects and analyses Pupil Premium attendance data, SEND attendance data and General attendance data. If attendance is below 95% since the previous September for a child, this is 'actioned' by the Head teacher with contact to the parent/carer by Parenthub, a telephone call or a face-to-face meeting.

In the case of frequent lateness, the Head Teacher will talk to the parent/carer to find the reason for the lateness, and to emphasise the need for punctuality. For persistent lateness, school may remove the invite for children to attend after-school, extra-curricular events e.g. a disco.

### **Applications for Leave of Absence in Term Time**

In September 2013 the government introduced new regulations making it clear that Headteachers **must not** give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on an 'Leave of Absence Request Form' available from the school office and handed in two school weeks before the first date of the requested absence whenever possible. A parent/carer must have received written authorisation before their child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

Parents/carers may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

## Addressing Attendance Concerns

The school expects attendance of at least 95%.

It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

If a child's attendance does not improve and absences are unauthorised this may lead to consideration of parental responsibility measures which include the issue of penalty notice fines or other statutory action.

## National framework for penalty notices

The new national threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised leave in term time (Attendance code G).

If a child's absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.

## Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following also have specific responsibilities:

- ✓ Governors – monitoring whole-school attendance + comparing to Local + National averages
- ✓ Governors – monitoring attendance for SEND + Pupil Premium children
- ✓ Senior Attendance Champion - Head teacher
- ✓ Class teachers – notifying the Head teacher of absence or punctuality concerns
- ✓ Business Manager – data inputter for attendance
- ✓ Office staff – first day absence contact with parents/carers

## Links with additional school policies

All policies of Kilburn Infant & Nursery School are reviewed and adopted by the Governing Body on a three-year cycle. All policies are available to view on request to the Head teacher, and some policies are sent out annually to parents/carers.

Many policies, practices and procedures are inter-related, including:

Accessibility; Administering Medicines; Admissions; Anti-bullying; Arts; Asthma; Assessment; Attendance; Behaviour Principles; Breast Ironing; British Values; CCTV; Charging; Child on Child abuse; Child Protection; Code of Conduct; Complaints; Confidential Reporting Code; Critical Incident Management Plan; Curriculum; Data Protection; Debt Management; Disciplinary Procedure for School Staff; Dinner Money; Disability; Drugs; Educational Visits; Exclusion; External Contributors; Extremism & Radicalisation; EYFS; First Aid; Financial Regulations; Financial Procedures; Food; Freedom of Information; Governors' Expenses; Grievance; Health & Safety; Homework; Home + School Agreements; Intimate/Personal Care; IT & Disaster Recovery; Lockdown Procedures; Looked After Children; Managing Allegations; No Smoking; Online Safety; Pay; PSHE; Physical Intervention; Promoting British Values; Protected Characteristics; Private Fostering; Recruitment; Redundancy; Relationships: Relationship, Sex & Health (RSHE); School Privacy Notice; School Travel Plan; SEN; SMSC; Statement of Internal Control; Stress Management; Supporting Pupils with Medical Conditions; Teacher Appraisal; Uniform & Appearance; Vexatious Complaints; Violence; Violent & Abusive Visitors; Zero Tolerance

## Dissemination, Responsibility & Reviews

All relevant members of staff and the school community will receive a copy of this policy. Policy reviews/amendments will include statutory changes, and school community feedback and ideas.

The Head teacher and relevant staff will keep up to date with developments in this area by attending all relevant training, accessing literature, and cascading information to the school community.

J. Baillie  
Headteacher

Policy reviewed by Governors: **Spring 2025**

