

# Kenn and Kenton Federation

## ATTENDANCE POLICY

### Philosophy

Kenn and Kenton Federation is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a school we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of our schools to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our schools will actively promote and encourage 100 per cent attendance for all our pupils.

Our schools will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

### Objectives

- to encourage and develop good habits of full attendance and punctuality, thereby laying the foundations for a positive approach to both.
- to record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the school

### Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

### Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly. Pupils must attend school unless:

- They are genuinely too ill to do so  
Or
- Their absence fits any other of the school's discretionary reasons such as compassionate leave of absence, religious observance or where special educational requirements have been made.

We will work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, they will be missed. We will consult with all members of the

school community and the Education Welfare Service in developing and maintaining the whole school attendance policy.

We will encourage parents/carers to be actively involved in promoting their child's attendance. We will ensure that all staff are aware of the requirements of the registration process and that they receive training on Registration Regulations and the Law relating to attendance.

Regular information will be sent to parents and pupils informing them of attendance rates (minimum of twice yearly) and related issues. Promoting positive staff attitudes to pupils returning after absence will ensure regular evaluation of attendance policy and procedures by Senior Managers and the school governors.

Attendance will be an important feature of the school Improvement Plan. Consistent and vigorous monitoring and evaluation procedures will be in place.

### **Procedures**

Kenn and Kenton Federation positively promotes, acknowledges and rewards good school attendance. There are half-termly certificates that reward 100% attendance over that half-term.

Through the School's newsletter and new parents' information pack we ensure that all parents are informed that absences need to be reported by telephone on the morning of the first day of absence.

If no contact is received from the parents/carers of an absent pupil on the first morning of absence we will:

- Contact the parent by telephone, or if parent is unavailable every effort will be made to make contact through emergency contact details.
- Contact will be made by letter if other contact fails.
- Send a second letter if an explanation has still not been received after three days of unexplained absence. (*Executive Headteacher*)
- Refer to the Educational Welfare Officer (EWO) if no response is received after 5 days of absence, where no satisfactory explanation of absence has been received. (*Executive Headteacher*)
- Invite the parents into school after a maximum of 10 days absence, unless other action is planned. This meeting will include a senior member of staff, parent, pupil and the EWO. The aim of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance. (*Executive Headteacher*)
- Help the pupil's re-integration where a pupil is returning to school after an absence of longer than two weeks, by being as supportive to the pupil as possible. (*All Staff*)
- In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupil the importance of their education.

### **Practice**

- It is the responsibility of teachers to accurately complete the daily registers in line with the appropriate codes to determine and record the reason of each absence and lateness.
- Attendance is recorded by one of our school administrators in SIMs.net who regularly monitors pupils' attendance, following up absentees and unauthorised absences.
- Registers are completed and returned to the school office by 9.10am and 1.10. Pupils arriving after registration report to the office and are marked late.

- Our Educational Welfare Officer is available to discuss serious concerns about repeated or prolonged absences, lateness or truancy. Appropriate action is then decided to support the child and family in improving attendance.
- Pupils with good record of attendance are rewarded with half-termly certificates.
- Leave of absence forms are available with instructions from the school offices. They are to be completed and returned for authorisation by the Executive Headteacher. As part of this parents will be asked to meet with a member of the Senior Leadership Team to discuss the reasons for absence and the child's attendance record. Details of the absence is then recorded on SIMs.net and filed. A return slip is sent back to the parent/carer to inform them if their request has been authorised.
- Annual attendance targets are set by the Governing Body.
- Attendance is evaluated annually and any necessary action identified in the School Improvement Plan.
- Pupils' attendance is reported to parents/carers in their annual written report.
- Should a pupils' attendance fall below 95% parents will be contacted by the school and informed of the implications this could have on their child's education.

## **Performance**

There is a requirement on the school Governing Body to set unauthorised absence targets for each school year, and to report to parents in annual reports the unauthorised absence figures for the preceding school year

The Kenn and Kenton Federation will set realistic targets; these targets will be set in consultation with the Devon LA and be based upon previous attendance and unauthorised absence data. The school will look at those interventions which have been successful as part of the evaluation process.

When evaluating success, the school will consider whether or not:

- Attendance has improved.
- Punctuality has improved.
- Parental response to absence has improved.
- Re-integration plans have been successful.
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community.
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedure operating within the school.

## Appendix 1

### Note to parents on absence in term time:

#### The Law

The law allows schools to consider individual requests to authorise a future avoidable absence. However, before the school can authorise any such requests, they must satisfy themselves that there are exceptional circumstances which justify such a decision. It is entirely the responsibility of the parent submitting the request to provide sufficient information/evidence in order to establish this fact. The request for leave must come from a parent with whom the child normally resides

If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance.

If the child is away from school for a total of four weeks or more, the school may have the option to take the child off roll subject to the Education (Pupil Registration) (England) Regulations 2006.

In the case of unexpected extended absence, it is advisable that the parent fully informs the school as to the reasons. If a child is removed from roll, there is no guarantee that the child will regain a place at the school.

The law does not grant parents/carers an automatic right to take their children out of school during term time. If the request is for an absence in term time you must have Parental Responsibility and be the parent/carer with whom the child normally lives. Permission **must** be sought in **advance**. If the circumstances relating to this request are considered exceptional and the absence is authorised by the school, the authorising of the absences will be conditional on the child(ren) attending satisfactory up to the date covered by this request.

#### Warning:

If the school is unable to authorise the absence and the child is still taken out of school, this will be recorded as **unauthorised absence** and you may receive a £60\* fine per parent for each child (Penalty Notice £60 if paid within 21 days, increasing to £120 if paid after 21 days and before 28 days

If parents wish to request an absence they will need to complete an Absence Request Form, if they wish to take their child out of school for a visit. The request for leave must come from a parent with whom the child normally resides.

Details about holiday dates and non-pupil days are available from the school office or on the website.

If the Head Teacher does not sanction an absence, any absence by the pupil will be treated as unauthorised.

**Absence request forms are available from the school office.**

On a child returning from an absence the following Certificate of School Attendance form will be completed by the Executive Headteacher.

**DEVON COUNTY COUNCIL** 

**CERTIFICATE OF SCHOOL ATTENDANCE**  
Education Act 1996 and the Children Act 1989

This form is to be signed by the Headteacher. It may be used in any legal action under the above Acts relating to non-attendance of a registered pupil at the school.

Name of Pupil: ..... Date of Birth: .....

Name of School: .....

Name of Headteacher (full name): .....

Name of Parent 1: ..... Date of Birth (if known): .....

Address: .....

Name of Parent 2: ..... Date of Birth (if known): .....

Address: .....

**Declaration**

Attached to this certificate of school attendance is a true copy of the school register (Registration Certificate) as it applies to the pupil named above, for the exact period as detailed below. This attachment shows that during the past six months, from ..... to ....., out of ..... half day sessions, the above pupil only attended on ..... occasions. During this period, there were ..... occasions of unauthorised absence.

I hereby certify that the information given in this form is true to the best of my knowledge. The information has been extracted from the school's register of attendance which can be made available to confirm it is an accurate record.

Dated this ..... day of ..... 20 .....

Signature: .....

Completed form to:  
Legal Proceedings Officer, Second Floor, Milford House, Pynes Hill,  
Exeter, EX2 5GF Tel: (01392 880713) Revised 01/12

**Appendix 2 (On paper file only)**

- Registration Codes
- School session Times
- Term Time Absence Leaflet
- Information about Penalty Notices (Non-Attendance)

**Appendix 3 (Paper copy)**

- Narrowing The Gap – Managing attendance, reducing persistent absence and developing a whole school attendance Policy.

**Amendment Record**

Date	Amended By	Nature of Change	Date of Next Review
July 2020	Amanda Somerwill	Review. Headteacher amended to Executive Headteacher. Highlighting of possible fine for unauthorised absence. Attendance information to be sent to parents a minimum of twice-yearly.	Summer 2022 or as required.