



KIND MOTIVATED SUCCESSFUL

ATTENDANCE INFORMATION

Introduction

King's Meadow is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance including newsletters and end of term reports.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education (DfE).

Each year, the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Oxfordshire attendance targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This document will contain within it, the procedures that the school will use to meet its attendance targets.

School Procedures

1. Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised (C), unauthorised (O) or as an approved educational activity (V) (attendance out of school).
2. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

1. Morning registration will take place at the start of school at **8.45 am** for all year groups. The registers will remain open for **no longer than 15 minutes**.
2. Any pupil arriving after this time will be marked as having an unauthorised absence (U) unless there is an acceptable explanation.
3. In cases where the absence at registration was for attending an early morning medical appointment, the appropriate absence code will be entered.

The afternoon registration will be at **1.00pm**
The registers will close at **1.10pm**.

4. Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late (L) before registers close.

5. Parents/guardians must inform the school if their child is going to be absent on or before the first day using the Request for Term Time Absence form (available on the school website). If no notification has been received, the school will attempt to contact the parent/guardian by telephone to ascertain the child's whereabouts. In the event that the school is unable to make contact with the first priority parent/guardian, attempts will be made to contact all emergency contacts provided by the parents. If it is not possible to make contact with any of the emergency contacts, the school may be required to take further action to safeguard the child including contacting Social Services/Police. The absence will be recorded as unauthorised. If this is the case, the school office will contact parents/guardians in writing to establish the reason for absence. The school may, at the headteacher's discretion, record the absence as authorised if an acceptable reason is subsequently given.

6. When making medical/dental appointments, every effort must be made to ensure appointments are outside school hours, but we acknowledge that this is not always possible. If an appointment is required to take place during school hours, please submit a Request for Term Time Absence form in advance. It may be necessary to ask for an appointment card or other written confirmation.

Absence from School

- **First Day Absence**

Parents are required to contact the school by telephone or in person as soon as possible after 8:30am to notify the reason for absence.

If the class teacher has marked a child as absent and no notification has been received, a member of the office staff will attempt to contact parents/guardians using details held on the school database, as soon as possible after the registers have closed. Where possible, a message/messages will be left requesting to contact the school and these follow-up calls are recorded on your child's record.

Reasons for absence will be recorded on your child's record on our computerised system.

If absence is due to certain illnesses, office staff will advise parents/guardians regarding the minimum length of absence (e.g. 48 hours for vomiting). In some cases of extended absence, parents may not have to telephone on a daily basis and can provide an update after an agreed period of time. Usually, we would be grateful for a daily update.

In the case of certain contagious illnesses/conditions, the school may choose to notify other parents in the affected year groups/key stages by means of a ParentMail..

- **Continuing Absence**

If a child is absent for an extended period and it has not been possible to make contact in any of the usual ways, the school will involve external agencies to establish the whereabouts/safety of the child/children involved.

- **Ten Day Absence**

As required by law, any pupil who is absent without an explanation for 10 consecutive days will be referred to Oxfordshire County Council, Attendance and Engagement Team. The school will include details of the action they have taken.

Absence Notes

Written absence notes may be requested from parents in the event of extended/concerning absence and will be kept for the remainder of the child's time at King's Meadow.

Frequent Absence

It is the responsibility of the Headteacher to be aware of and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve any concerns with parent/s. The Headteacher (or nominated member of staff) will liaise with the Attendance and Engagement Officer to ensure necessary action is taken when incidents of poor attendance and/or punctuality are identified.

Where incidents of poor attendance and/or lateness are identified through monitoring parents/carers will be notified in writing that this is a cause for concern. If this continues, the school will invite parents/carers in to discuss causes and ways forward.

Penalty Notices and Legal Action

The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes, the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

In cases of persistent absenteeism, the school reserves the right to ask the Attendance and Engagement Team to either issue a Penalty Notice Warning which could result in a fine or further legal action through the courts.

A Penalty Notice is a fine that the Attendance and Engagement Team may decide to issue instead of taking legal action through the Magistrates' Court system.

A Parent/guardian can be issued with a penalty notice if:

- they fail to ensure that their child attends school, or other education provision regularly, usually defined as six or more unauthorised absence sessions over a six week period;
- they allow their child to take leave of absence during term time without the school's authorisation;
- they fail to return their child to school on the agreed date after a period of authorised leave of absence;
- their child persistently arrives late for school after registration is closed.

A pupil becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year **for whatever reason**. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

The school monitors all absence thoroughly. Any case that is seen to have reached the PA mark **or** is at risk of moving towards that mark is given priority and parents will be informed of this immediately.

PA pupils are tracked and monitored carefully by the school and a parenting contract meeting will be offered between parent, pupil and school to try and help resolve any issues. All PA cases will be referred to the Attendance and Engagement Team and if necessary, they have a range of legal powers open to them to enforce attendance including parenting orders, education supervision orders and prosecutions. If convicted of an offence a parent could face a fine of up to £2,500 per parent and/or 3 months imprisonment.

A Welcome Back

It is important that on return from an extended absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to other pupils.

Promoting Attendance

The school will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education.

The Home/School agreement can be used in this way.

Leave of Absence / Holidays During Term Time

As of 1st September 2013, the Headteacher will not grant any leave of absence during term time unless there are ***exceptional circumstances***. Parents/Carers should seek permission from the Headteacher prior to the leave of absence period in question.

The Headteacher will determine the number of school days a child can be away from school **if** the leave is granted. Parents/carers who remove their children from school without authorisation or do not return their child to school on the agreed date following an authorised period of leave of absence, may face a Penalty Notice Warning which could lead to a fine/prosecution (see Penalty Notices and Legal Action above). King's Meadow School reserve the right to pursue penalty notices for parents whose children's attendance falls below 90% in the academic year prior to the unauthorised holiday.

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.

Register and Admission Roll keeping.

The legal requirements regarding register and admission roll keeping can be found in The Education [Pupil Registration] (England) Regulations 2006.

- Attendance registers, by law, must be kept for at least 3 years;
- Computer registers must be printed out at least once a month and bound into annual volumes (Phoenix report AO2) – alternatively electronic back-ups or micro-fiche copies can be made; these also need preserving for at least three years.
- Entries in paper registers must be in ink;
- All corrections must be visible (no correcting fluid)

The registers must be safely stored. Electronic registers are completed each morning and, at the end of term, completed paper registers and the official printed register report are archived and stored for six years.

Categorisation of Absence

Any pupil who is on roll but not present in the school at the time of registration must be recorded within one of these categories:

- [1] Unauthorised Absence;
- [2] Authorised Absence;
- [3] Approved Educational Activity.

1. Unauthorised Absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without a valid reason.

2. Authorised Absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school. This would include:

- Field trips and educational visits;
- Sporting activities;
- Link courses or approved education off site;
- Most types of dual registration.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.