



ATTENDANCE POLICY FOR PUPILS

Knaphill Federation of Schools	
Policy: Attendance Policy for Pupils	
Governors' Committee Responsible: Children and Learning	
Policy Originator: S Mackintosh	Review Period: 3 Years
Status: Non Statutory Highly Recommended	Next review Date: May 2019

Aims of this policy

The staff of The Knaphill Federation of Schools are committed, in partnership with the parents/carers, pupils, governors and the Local Authority, to building a school which serves the community. Regular attendance is key to achieving this. Research clearly demonstrates the link between regular attendance and educational progress and attainment. This policy is intended to ensure that children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Expectations

We expect that all pupils will:

- Attend school regularly
- Attend school punctually
- Attend appropriately prepared for the day
- Discuss promptly with their class teacher or school office any problems that may affect their school attendance.

We expect that all parents/carers will:

- Encourage regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually and prepared for the school day
- Ensure that they contact the school before 9.00am in the event of absence, on each day the child is absent or, if known in advance, whenever their child is unable to attend school
- Contact school promptly whenever any problem occurs that may keep their child away from school
- Notify the school of any home circumstances that might affect the behaviour and learning of their child
- Notify school immediately of any changes to contact details

We expect that school staff will:

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Provide a sympathetic response to any pupil's or parent's concerns
- Keep regular and accurate records of am and pm attendance and punctuality, monitor individual pupil's attendance and punctuality
- Contact parents/carers when a pupil fails to attend and where no message has been received by 9.00am, to explain the absence
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a gp or other relevant body may be requested regularly inform parents/carers of the % attendance of all pupils (parents' evenings, end of year reports etc.)
- Make initial enquiries regarding pupils who are not attending regularly
- Meet regularly with the education welfare officer (ewo) to monitor and support school attendance and punctuality
- Refer irregular or unjustified patterns of attendance to education welfare. Failure by the family to comply with the planned support set by education welfare may result in further actions, eg a penalty notice, parental prosecution or an application for an education supervision order
- Notify the local authority (la) after 15 days' sickness
- Notify ewo after 10 days unexplained absence

Pupils Leaving During the School Day

- Pupils are not allowed to leave the premises without prior permission from the school
- Whenever possible, parents should try to arrange medical and other appointments outside of school time
- Parents/carers are requested to confirm in writing the reason for any planned absence, the time of leaving and the expected return time

- Pupils must be signed out at reception on leaving the school and signed back in on their return
- Where a pupil is being collected from the school, parents/carers are requested to report to the school office before the pupil is allowed to leave the site
- If a pupil leaves the school site without permission their parents/carers will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the police and register the pupil as a missing person

Punctuality /Lateness

It is crucial that children arrive at school on time for registration at the beginning of the day. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

- Registration takes place at 9.00am for Reception and KS1 children. Registration takes place at 8.50am for KS2. Pupils arriving after this time will be recorded as late to school.
- Persistent lateness by a pupil will be dealt with through the Headteacher and may be referred to Education Welfare.

Changing Schools

It is important that if families decide to send their child to a different school that they inform us in writing as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority and Education Welfare.

Leave of Absence

- The school holiday dates, INSET days and SATs dates are published with sufficient notice.
- Only in very exceptional circumstances will leave of absence in term time be authorised.
- Where leave of absence in term time is unavoidable, an application form must be requested from the school office (copy in appendix) and submitted for consideration by the Head of School on behalf of the school governors, no less than 4 weeks prior to the requested date. Consideration will then be given as to whether the absence will be authorised or not. In making this decision, the key factor will be what the request is for.
- If leave is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and Education Welfare may be notified.

Penalty Notices:

The Education Welfare Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carers for their child's unauthorised absence from school and requires the recipient to pay a fixed amount. The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carers for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when a Penalty Notice may be issued:

- Pupils identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences.
- The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Head teachers may not grant any leave of absence during term time unless

there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

- Where a child is taken out of school for 5 days or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.
- The issue of a Penalty Notice will also be considered where at least 10 sessions (5 school days) are lost due to unauthorised absences during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school or Education Welfare will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

Failure to ensure regular school attendance

If concerns regarding attendance arise, the Welfare secretary will notify the class teacher who will, in the first instance, talk to the parent/carer. Should no improvement be seen/the concerns remain, a letter will be issued to the parent/carer. Any parents/carers whose children are identified as a cause for concern may be invited to attend an attendance panel at school, held in conjunction with the EWO. Following this, if there is no improvement in school attendance, we will refer the family to the EWO who will work in partnership with school and parents/carers in support of pupils who are failing to attend school on a regular basis.

Education Welfare may also issue a Penalty Notice to parents/carers who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Education Welfare Officers. Before a Penalty notice is issued, parents/carers will be warned of their liability to receive such a notice.

Linked documents:

Home School Agreement

Application for Leave of Absence (see below)

APPENDIX 1 -

Knaphill School
High Street
Knaphill, Woking
Surrey
GU21 2QH
01483 888899
office@knaphill.surrey.sch.uk
Head of School Mrs M Sebo



Knaphill Lower School
Chobham Road
Knaphill, Woking
Surrey
GU21 2SX
01483 473282
office@knaphill-lower.surrey.sch.uk
Head of School Miss J Concannon

Federation Headteacher Mrs S Mackintosh
<http://www.knaphillfederationofschoos.org.uk/>

APPLICATION FOR LEAVE OF ABSENCE

Dear Parent/Carer,

I understand that you would like to request permission for leave of absence during term time.

As parents/carers, you have a legal responsibility to ensure your child's attendance at school. During any academic year, children are at school for 190 days and at home for 175 days. Holidays or treat days must be taken in the school holiday periods only.

I would kindly make you aware of the following:

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, became law on 1st September 2013 and advises that the Headteacher may not grant any leave of absence during term time **unless** there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted. Leave for holidays or treat days cannot be authorised.

Unauthorised absence of 5 days or more may result in the issuing of a Penalty Notice. Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

The DfE requires schools to log all absences as authorised or unauthorised. Absences form part of a historical record for your child and are shown each year on their Annual Report. Schools are also required to publish annually statistics on authorised and unauthorised absences.

If, due to exceptional circumstances, you would like the Head of School to consider a request for your child's leave of absence, please complete the details on the reverse of this letter. It may be necessary to request proof of this request. The Head of School will consider the reasons for this request carefully and we will advise you of the decision at our earliest opportunity.

For further information, please refer to our School Attendance Policy.

Yours sincerely,

A handwritten signature in black ink that reads 'smackintosh'.

Mrs S Mackintosh
Federation Headteacher

Name of child:	Class:
Please consider leave of absence	
from:	to:
Number of school days:	
The exceptional circumstances are:	
Has your child previously needed leave of absence in this school year? YES / NO	
If YES, please give dates and details:	
I also have children at.....	
Signed: (Parent/Guardian)	Date:

To be completed by the Head of School and returned to the parent...		
Child's attendance level over the last 12 months:		
Our overall school target for attendance this year is		96 %
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes if NOT approved:		
<input type="radio"/> As per our policy, we cannot authorise absence for holidays or treat days <input type="radio"/> If you do take your child out of school for more than 5 days a Penalty Notice will be issued		
Signed:	(Head of School)	Date:

