

# Attendance Policy

Krishna Avanti Primary School



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## **Introduction**

Krishna Avanti Primary School recognises that all pupils have the right to access full time education. A good education helps to give children the best possible start in life. Evidence suggests that children out of school are at risk of becoming victims of crime or abuse and more likely to be drawn into anti-social behaviour. Regular attendance is essential to enable pupils to take part in all the opportunities available and to develop their full potential. We are committed to working in partnership with our parents/carers/guardians who are responsible for ensuring their children access education. Pupils, staff, parents/carers/guardians, and SSC members all have some part to play in securing these aims by implementing this policy.

## **Aims**

This policy provides the framework within which all staff, parents/carers, pupils, carers and external agencies can contribute to the development and maintenance of high attendance and excellent punctuality. We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

## **Legislation and Guidance**

This policy meets the requirements of [working together to improve attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## **Roles and Responsibilities**

### **Parents/Carers**

Parents/carers are expected to:

- To be fully supportive of Krishna Avanti Primary School with regard to attendance and punctuality
- To ensure their child attends every day on time (**7.45am**)
- Email Krishna Avanti Primary School at [kapscredon@avanti.org.uk](mailto:kapscredon@avanti.org.uk) to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence and advise when they are expected to return. Absence can also be reported via the Arbor app
- Provide Krishna Avanti Primary School with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- To contact Krishna Avanti Primary School immediately if they have concerns or if there are issues preventing full time attendance

### **Pupils**

Pupils are expected to:

- Attend Krishna Avanti Primary School every day and on time
- To discuss with their teacher, TA or any member of staff they choose regarding any problems that may prevent full time attendance or from arriving to school on time
- To support their fellow pupils and thereby their class in winning awards that relate to attendance and punctuality
- To follow Krishna Avanti Primary School procedures for dealing with attendance and punctuality. To sign and adhere to the Home School Agreement with regard to attendance & punctuality

### **The Principal/SLT**

The Principal is responsible for:

- Implementation of this policy at Krishna Avanti Primary School
- Monitoring absence data and reporting it to Governing Body and School Stakeholder Committee Members
- Analysing and acting swiftly in response to report data on attendance and punctuality
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed penalty notices, where necessary

### **Senior Leader Responsibility for Attendance**

The designated senior leader is responsible for:

- Raising the profile of good attendance and monitor the attendance of pupils
- Evaluating and monitoring expectations and processes
- Developing and implementing specific strategies to address areas of poor attendance identified through data
- Delivering targeted intervention and support to pupils and families
- Ensuring that teachers fulfil their duties regarding attendance and punctuality
- Implementing effective reward system in relation to attendance and punctuality

The designated senior leader responsible for attendance is Mrs B Pandya, Principal, who can be contacted on 0208 353 4253 or via [kpscroydon@avanti.org.uk](mailto:kpscroydon@avanti.org.uk)

The school Attendance Officer/Administrator is responsible for:

- Receiving emails from parents (and pupils) about absence on a day-to-day basis and record it on the school system
- Carrying out first day calling and establish reasons for absence including telephone calls to parents/carers on the first day of absence
- Sending attendance letters
- Ensuring efficiency and effectiveness of Krishna Avanti Primary School computerised registration systems for attendance and punctuality, for example, processing registers, running reports.
- Providing regular attendance reports to staff and reporting concerns about attendance to the designated senior leader for attendance and the Principal
- Working with the Educational Welfare Office (EWO) to tackle persistent absence
- Advising the Principal when to issue fixed penalty notices

The Attendance Officer can be contacted via [kpscroydon@avanti.org.uk](mailto:kpscroydon@avanti.org.uk)

### **Class Teachers**

Class teachers are responsible for recording attendance daily, using correct codes, and submitting this information to the school office.

- To be a good role model and arrive to lessons on time
- To take the register promptly in accordance with the procedures outlined in this policy

### **The SSC/The Trust**

The SSC/Trust is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

The SSC member for attendance at the school is Anjana Patel, SSC Deputy Chair, Safeguarding SSC Lead.

## **Recording Attendance**

### **Attendance Register**

Krishna Avanti Primary School takes attendance register at the start of each morning session of each school day and once during each afternoon session. On each occasion records are made to show every pupil present, attending an approved educational activity, absent, or unable to attend due to exceptional circumstances. (See appendix 1 for the DfE attendance codes).

Teachers should notify the school office if an explanation is received for the absence from the parent/carer. The Attendance Officer has the responsibility to seek an explanation for a child's absence.

Krishna Avanti Primary School will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Krishna Avanti Primary School will keep any entry on the attendance register for 3 years after the date on which the entry was made.

### **Morning attendance protocol:**

<b>Time</b>	<b>Action(s)</b>	<b>Attendance Mark</b>
<b>7:40am</b>	Gates open	<b>N/A</b>
<b>7:45am</b>	Pupils enter and school starts	<b>Present (/)</b>
<b>7:45am to 8:00am</b>	Register remains open, but pupils arriving after 7:45am are marked as late by the class teacher.	<b>Late (L)</b>
<b>8:00am</b>	Register and gates close. <b>Children need to be signed in at the office.</b> Children are marked as 'late after register closes', which counts as an absence mark (for attendance reporting purposes).	<b>Late after register closes (U)</b>

### **Reporting Absence**

The pupil's parent/carer must notify Krishna Avanti Primary School of the reason for absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by emailing the school via [kaps croydon@avanti.org.uk](mailto:kaps croydon@avanti.org.uk) or through the Arbor app.

Krishna Avanti Primary School will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is being queried, Krishna Avanti Primary School may ask the pupil's parent/carer to provide medical evidence, such as doctor's note, 111 transcript, prescription or other appropriate form of evidence. Krishna Avanti Primary School will not ask for medical evidence unnecessarily.

If Krishna Avanti Primary School is not satisfied about the authenticity of the illness the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Repeated non-adherence to the Attendance Procedure/Policy (e.g. repeated failure to report absence etc.) may result in absences being recorded as unauthorised.

### **Planned Absence**

Attending a medical or dental appointment will be marked accordingly as long as the pupil's parent/carer notifies the school in advance of the appointment.

We do encourage parents and carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

For longer or miscellaneous planned absences, parents should request leave of absence by completing Request to Withdraw form, and must provide a minimum of two weeks notice of the potential absence.

### **Lateness and Punctuality**

Pupils should be in school for 7.45am in time to be escorted to the classroom by the teacher as the school day starts at 7.45am. Pupils that arrive after 8:00am must sign in via the school office for safeguarding purposes.

**Pupils who continuously arrive after 7.45am will need to speak to a member of SLT and possible actions according to the lateness protocols within this policy.**

A pupil who arrives late:

- Before the register has closed (8am) will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, for the am session, using the appropriate code (U)

Krishna Avanti Primary School identifies punctuality issues through parents signing the Late Register, identifying trends and reasons for lateness, and responds to ongoing punctuality issues. Concerns are raised and discussed with the parents by class teachers, office staff and the Principal. Should the matters persist, referral to the Education Welfare Office may be made.

School finishes at 2.45pm, and Krishna Avanti Primary School will need to act in relation to parents/carers who are persistently late to collect their children. For further information, please see Appendix 2.

### **Following up unexplained absence**

Where any pupil school expected to attend school does not attend, or stops attending without reason, Krishna Avanti Primary School will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If Krishna Avanti Primary School cannot reach any of the pupil's emergency contacts, the school may take actions including conducting a home visit, or in extreme cases, notifying a relevant authority.
- Identify whether the absence is approved/authorised or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no longer than five working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Education Welfare Officer

### **Reporting to Parents/Carers**

Krishna Avanti Primary School will regularly inform parents about their child's attendance and absence levels through:

- Parents/carers will receive an annual report detailing their child's attendance record (by email or hard copy).
- Parents/carers may also request a copy of their child's attendance data by contacting the school. Attendance data can also be accessed by parents/guardians via the Arbor app.

## **Authorised and Unauthorised Absence**

### **Approval for Term-Time Absence**

There are very few extenuating situations in which an extended term-time absence will be authorized however this is at the discretion of the school.

The principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances', and according to the Avanti Schools Trust's policy. A leave of absence is granted at the principal's discretion, including the length of time the pupil is authorised to be absent for. The school considers each application for term-time absence individually, taking in to account the specific facts, circumstances, and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via email to school or requesting a hard copy from the school office. The principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart or widely observed by the religious body to which the pupils' parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart (i.e. the personal choice to celebrate or observe a certain day/ceremony/festival will not always fall under the authorised category).
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may only be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

### **Legal Sanctions**

The local authority can fine parents for the unauthorised absence of their child from school where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

If the payment has not been made after 28 days, the local authority may decide to prosecute.

### **Strategies for Promoting Attendance**

Krishna Avanti Primary School is committed to rewarding and encouraging pupils to improve and maintain good attendance. This will be achieved by:

- Termly certificates for 96%+ attendance
- Rewards such as incentives including recognition in assemblies, trophy for overall class attendance, extra playtime etc
- Noticeboards promoting school attendance
- Regular attendance statistics in School Newsletter
- Promoting the link between good attendance, learning and progress within class.

## **Monitoring and Analysing Attendance**

Krishna Avanti Primary School will:

- Monitor attendance and absence data weekly across the school and at an individual pupil level
- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the Avanti School Trust and SSC members.

## **Reducing and Monitoring Absence**

If a child's attendance falls below 95% (the Government's national threshold for good attendance), Krishna Avanti Primary school will inform the parent/carer by letter/email, to work towards improving the child's attendance and offering support where required to help the attendance improve.

If a child incurs three or more periods of absence, the school will write to the parent/carer advising that any further absences will need to be supported by medical evidence.

Medical evidence can be in the form of:

- A prescription
- A prescription medicine bottle/ label
- Appointment card/ letter
- Discharge notice from a medical centre
- Printed call log from GP surgery

Unless medical evidence is provided for any future absences from school, the dates will remain unauthorised. If the child continues to receive unauthorised absences from school, there may be a referral to our Educational Welfare Officer, and the parent/carer may be liable for a Penalty Notice.

## **Reducing Persistent and Severe Absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

In addition to following our standard procedure as above, Krishna Avanti Primary School will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and or/local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Refer to Education Welfare Officer where necessary

## **Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Bijal Pandya, Principal, Shivani Vyas, Business Support Manager, and Gemma Richardson, Attendance Officer/Administrator.

At every review, the policy will be approved by the full governing board.

### **Links with other policies**

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy



## Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (a.m.)	Pupil is present at morning register
\	Present (p.m.)	Pupil is present at afternoon register
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on educational visit/trip organized, or approved by the school
w	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absences		
C	Authorised leave of absences	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Excluded but no alternative provision made
H	Authorised holiday	Leave of absence for the purpose of a family holiday granted by the school
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointments
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupils on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling as agreed with the school

Code	Definition	Scenario
Unauthorised absences		
G	Unauthorised holiday	Pupil is on holiday that was not approved by the school
N	Reason not provided	Reason for absence not yet provided
O	Unauthorised absence	Absent without authorisation
U	Arrival after registration	Arrived in school after registration closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due exceptional circumstances	School site is closed, there is disruption to travel as a result of local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register is set up, but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day

## Appendix 2: Sanctions for Persistently Late Pick-Ups After School

While we completely understand that lateness can't be helped *on occasion*, persistently late pick-ups have an impact on all school staff. This also affects the children who are regularly sitting outside the office waiting to be collected, instead of leaving directly from the playground along with their peers.

"Persistent lateness" will be deemed as **3 instances of late-pick ups per term**.

To try and reduce the number of consistently late pick-ups, we are enforcing the following charges in relation to **persistent** lateness:

<b>2.55pm to 3.05pm pick-up</b>	<b>£10 charge</b>
<b>3.05pm to 3.30pm pick-up</b>	<b>£15 charge</b>
<b>3.30pm to 4pm pick-up</b>	<b>£20 charge</b>
<b>After 4pm</b>	<b>£10 (additional) per half-hour</b>

*The charge will be payable in cash at the office upon arrival. If this is not possible, the charge will be added to your Arbor account as a debt.*

**If you find you are often late, it may be more convenient to consider booking your child into after-school clubs, or employing a company who will collect your child for you at 2.45pm.**