



# Attendance Policy



**23 August 2021**

## INTRODUCTION

Regular school attendance is important. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them to maximise achievement. Irregular attendance undermines the education process and leads to educational disadvantage and poor attainment.

At Krishna Avanti Primary School we strive to provide the very best quality of experience within our school including:

- A positive school ethos
- Value for every member of the school community
- The highest quality classroom experience
- Extra curricular activities

In this way pupils are encouraged to have a high regard for their school and for all school experience, promoting good attendance in a mutually caring environment.

## REGISTRATION

Under Regulation 3 of the Pupils' Registration Regulations 1956, all schools (other than independent schools for boarders only) must keep an attendance register on which, at the **beginning** of each morning and afternoon session, pupils are marked present or absent.

Even if a register is called at the end of the school day/school session, this cannot replace the statutory requirement to call the register at the beginning of the morning and afternoon sessions.

At Krishna Avanti Primary School registration should be completed by 08:10 a.m. in the morning and 12:55 p.m. in the afternoon. If pupils are away from the school premises for a whole day then the register should be marked for the afternoon session, together with the morning session. At 08:20 a.m. and 13:05 p.m. the Registers are closed and if children arrive after this time they are deemed absent for statistical purposes.

The Education (Pupils' Attendance Records) Regulations 1991 which replaced the 1956 Regulations introduced a further requirement that attendance registers must show whether an absence of a pupil of compulsory school age is authorised or unauthorised.

Authorised absence is allowed for the following reasons:

- \*B Receiving part-time and/or temporary education at an off-site unit or other than at the school where registered (including link courses, consortium arrangements)
- C Other authorised circumstances (not covered by another appropriate code)
- E Excluded (fixed or permanent)
- H Family holiday (exceptional circumstances) to a maximum of five days
- J Attending interview e.g. with prospective employer or with another education establishment
- M Medical/Dental Appointments (evidence required from the practice)
- \*P Approved sporting activity
- R Day of religious observance in the religious body to which the parents belong
- S Study leave
- \*V Educational visit
- \*W Work experience

\*Approved educational activities – counts as 'present' for statistical purposes.

## **PROOF OF AUTHORISED ABSENCE**

- Notes of telephone explanations or verbal explanations are recorded on Arbor (school MIS) by staff.
- If no notification of absence is received after registration is closed, a member of the school office staff will telephone home to ascertain the reason for absence and will fill in the appropriate details.
- Explanations of absence will be available for the Principal and Educational Welfare Officer to scrutinise.
- No absence will be left unchecked. If no satisfactory explanation is received, a note will be made and the Educational Welfare Officer will be informed.
- Emerging patterns of absence will be recorded so that a pattern can be established e.g. regular absence on Fridays. All documentation/evidence will be used by the Principal and the Educational Welfare Officer who will decide on the best course of action.
- Medical evidence is required for absences due to illness, otherwise they will be unauthorised until such time written evidence from the medical professional is provided. In all cases, it is the responsibility of the parent to provide the evidence.

## **HOLIDAYS IN TERM TIME**

At Krishna Avanti Primary School the Staff are concerned at the high level of requests for absence during term time for 'holidays', and are bound to address this issue. It is extremely detrimental to your child's education to remove him/her from school during term time and holding this belief means that we are unable to justify such absence as it would not be in your child's best interests. School also has a responsibility to work towards and maintain high levels of attendance. Therefore, if parents choose to take children out of school they must take responsibility knowing that the absence for holidays will be unauthorised.

In all cases, parents planning to take the child on holiday during term time should, as soon as possible, complete a Request for Absence form detailing the dates and employer details.

Absence will only be authorised:

- on compassionate grounds.
- where an employer confirms that holidays may only be taken during term time.\*

\*The school will contact the employer. Authorised absences will be limited to a maximum of five consecutive school days per academic year.

Request for Absence forms are available on the school website.

Where an employer confirms in writing/via email that no holiday of its employee can be taken during any of the year's school holidays, a maximum of five school days in an academic year can be authorised.

## **PARENT/SCHOOL PARTNERSHIP**

Under Section 7 of the Education Act 1996, parents of children of compulsory school age are required to ensure that they receive efficient full-time education, whether by regular school attendance or otherwise. Parents are thus primarily responsible for ensuring that children attend, and stay at school. It is the responsibility of the school to support attendance and to take seriously problems which may lead to non-attendance.

Session times are clearly stated in the school prospectus and reinforced at the time of registration and starting school. Children are collected by their teachers promptly at 8:00 a.m. and by 1:00 p.m. Teachers should be in the playground a few minutes before these times. The teacher on duty/lunch time supervisor will blow the whistle promptly.

The school will discourage late arrival through positive means:

- Good examples set by staff.
- Praise.
- Individual discussions where appropriate. The parents of persistent latecomers will be invited into school to discuss the problem with the Principal.

Only the school can approve absences. Parents will be made aware that parentally condoned absence for no valid reason is damaging to their child's education. This message will be communicated to parents through the school website and where appropriate, through letters and at meetings with parents.

## **REWARDS**

Good attendance will be praised informally throughout the school year. It will be integrated into the positive ethos of the school, underpinned by the school's aims. Specific rewards in terms of certificates will be issued for 97% to 100% attendance at the end of each term with special presentation at the end of each academic year for pupils who have perfect attendance for one year.

## **CONCLUSION**

Krishna Avanti Primary School recognises the high priority of good attendance. All staff will be made aware of this and the whole school will continually work towards good attendance.

In implementing this Policy we will be aware of individual circumstances and, where appropriate, deal sympathetically with our families.

***This policy will be reviewed for the Autumn term, 2022.***