



Kinsale Infant School Attendance Policy

Kinsale Infant School is committed to providing a broad and balanced education to all pupils and we embrace the concept of equal opportunities for all. We endeavour to provide an environment where all pupils feel valued, safe and happy.

For a child to reach their full educational potential good school attendance is essential. We consistently aim for 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 school attendance.

Each year the school will examine its attendance figures and set attendance targets. These will reflect both national and Norfolk attendance targets. This policy contains within it the procedures that the school will use to meet its attendance targets.

Why Regular Attendance is so important:

Learning: Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: Your child may be at risk of harm if they do not attend school regularly.

Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses:-

Attendance

Behaviour Management

Health and Safety

Access to the Curriculum

Anti-Bullying

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

School Procedures

Any child who is absent from school must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the head teacher 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

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

Morning registration will take place at the start of school at 9.00am. The registers remain open until 9.20am. Any pupil arriving after this time will be marked as having an unauthorised absence unless an explanation given is accepted as grounds for authorising the late arrival. Any child arriving after 9.00am enters through the main school reception, and parents complete the 'late book'. Children who are regularly late receive a letter from the head teacher.

Children 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 when the registers close.

Afternoon registration starts at 1.15pm. The registers close at 1.20pm.

First Day Absence

Parents are expected to contact the school on the child's first day of absence. If contact has not been made, the school secretary will telephone the parent or carer. Parents are asked when the child is likely to return to school emphasising the importance of school attendance.

Third Day Absence

If we have no contact with the parent / carer after two days absence, a letter will be sent home.

Any pupil who is absent without explanation for ten consecutive days will be referred to the Local Authority by submitting a referral to the Children's Services Attendance Team. The school will include details of action that they have taken.

Frequent Absence

It is the responsibility of the class teacher to be aware and bring attention to, any emerging attendance concerns. The head teacher monitors absence on a monthly basis. In cases where a pupil

begins to develop a pattern of absences, the school will try to resolve the problem with the parents. If this is unsuccessful the school is able to contact the school nurse if the problem appears to be a medical one. In other cases the school will discuss the problem with the schools Attendance Officer. Attendance below 85% is considered to be persistent absence, and this is taken very seriously. Fast Track attendance panel meetings will be held should the LA and the school deem this necessary.

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 15% 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. We monitor 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 you will be informed of this immediately. PA pupils are tracked and monitored carefully and we also combine this with academic mentoring where absence affects attainment.

All PA cases are also automatically made known to the Local Authority Attendance Officer.

Absence Notes

Notes received from parents explaining absence are kept in the child's individual file in the office. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be scrutinised in detail.

Promoting Attendance

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children attend school regularly. The Home / School agreement reminds parents of this responsibility and the school monthly newsletter and website also include reminders. All staff are encouraged to be pro active in terms of reminding parents about good school attendance.

Holidays in Term Time

Following government guidance issued in 2013 no leave of absence will be authorised, except in exceptional circumstances. We adhere to the Local Authority guidance in terms of issuing a fixed penalty notice should a pupil have attendance of 85% or less with at least 15% unauthorised over a 6 week period or 10 consecutive sessions of unauthorised absence. We liaise closely with our Attendance Improvement Officer.

Attendance Awards

The school will use the following systems to reward pupils who have good or improving attendance. At the end of each term certificates will be presented to all pupils with attendance of 99% or

100% attendance for the whole term. At the end of the year, attendance certificates are also awarded for 98%, 99% and 100% attendance for the whole year.

Every week the class with the highest attendance is awarded a shield and a certificate, and this information is shared with parents each month in the newsletter and on our website. We also text parents every week with this information. Class % is displayed in the hall.

Registers

We use a computerised system for keeping school attendance records. The registers must be stored safely. Teacher's registers will be taken by a responsible child to the office once registration is closed. The secretary will keep them secure until they are needed by the teacher at the next session. We keep registers for a minimum of 3 years.

L. Robinson

May 2019

To be reviewed in May 2022

Signed Chair of Governors: P Steward

Date: 5.5.19