



Attendance Policy

Introduction

At Khalsa Primary School, we aim to achieve high attendance percentage. We aim continually to raise awareness with parents, carers and pupils about the importance of regular attendance and punctuality. In order to achieve this we will take appropriate action to ensure that all pupils achieve the maximum possible attendance and that any problems, which may impede full attendance, are acted on as quickly as possible.

Aims

Khalsa Primary School aims to:

- Maintain excellent punctuality and attendance at high rate.
- Maintain parents' and pupils' awareness of the importance of regular attendance
- To work together with Education Social Worker (ESW) to maintain good attendance, securing help for pupils with problems

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines and school work easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders have an easier transfer to secondary school

It is the responsibility of parents/carers to ensure their children's attendance at school as required by law (ref Section 7, 1996 Education Act). Please refer to Department of Education website for more information

<https://www.education.gov.uk/publications/eOrderingDownload/DfES0234200MIG1118.pdf>

Principles

It is a legal responsibility of every parent to ensure that their child attends school regularly and it is an offence to condone absence from school without just cause.

It is a major school aim that children at Khalsa Primary School should enjoy learning, experience success and develop their full potential. The aim of the attendance policy reflects this, recognising that regular attendance has a positive effect in the motivation and attainment of our pupils.

Good attendance is one of the single best predictors of pupil attainment. Poor attendance at primary school is often an indicator of future difficulties and of future risk of poor attainment, disaffection, behaviour problems and involvement in crime. We therefore place a high priority on developing positive attendance patterns for all pupils

Expectations

Khalsa Primary School expects that all our pupils will:

- Attend school regularly.

- Arrive on time and be appropriately prepared for the day as stated in our Home School Agreement which parents are asked to sign when their child starts school.
- Carry out any work provided by Khalsa Primary School during an authorised leave period.

Khalsa Primary School expects that parents will:

- Endeavour to keep health and dental appointments out of school hours when possible.
- Inform a member of staff of any reason or problem that may hinder their child from attending school.
- Fulfil their legal responsibilities and ensure their child(ren) attends school.
- Parents should contact school, by 9:30 am on first day of absence, whenever their child is unable to attend school, and send in a letter confirming dates of absence and the reason for absence when their child returns to school.
- Seek permission from the school for any leave of absence. The Head Teacher has the right to refuse authorised attendance in accordance with LEA guidelines.

Parents and pupils can expect the following from Khalsa Primary School:

- To provide an effective, efficient yet supportive system for monitoring attendance
- To improve overall school attendance levels from acceptable through very good to excellent
- Action on any attendance problem notified to the school.
- Referral of specific attendance issues to supporting agencies where appropriate.

Registration

Pupils are expected to be in school on time for registration for both morning and afternoon session. Registers are marked at 8.45 am and 1.05 pm throughout the school.

Children arrive on or after 8.45 am must report to the school office accompanied by an adult to sign the late book, a late mark will be recorded in the register.

If a child is absent from school the parent/guardian should telephone by 9:30 am explaining the reason for the absence. Verbal messages will be followed by a note giving reason for absence from the parent. Absence without an explanation will be followed up by the Attendance Officer.

If a child is absent and no call has been by 9:30 am, the Attendance Officer will ring the contact number or text to enquire about the child's absence.

It is a legal requirement that all absences be authorised. Unexplained absences are unauthorised as we cannot determine the reason for absence as such a parent could be considered to be working contrary to the law and school policy.

Punctuality

- You need to ensure your child is coming through the school gate by 8.25 am as your child needs to be in the classroom ready for registration at 8.40 am
- It is important to be on time as the first few minutes of the school day are imperative
- Children arriving late can be disruptive to the whole class and often embarrassing. We take view there are no late children, only late parents

- The school entrance will be locked at 8.45 am
- Arrival after 8.45 am will be recorded in the late book in the school office
- If a child is late on three or more than 3 occasions in 1 term than a letter will be sent to parents. If the lateness persists then a meeting would be held for the parents to meet the Headteacher to discuss the situation and to find a way forward
- At the end of the day, it is the parents responsibility to pick their child up on time at 3.20 pm
- Persistent lateness by parents to collect children on time will be referred to Education Welfare Service

Persistent absence

Persistent absence will be taken up by the Headteacher who will contact parents in order to see if there is a specific difficulty with which the school may be able to help. If parents are having difficulties in getting a child to school it is helpful the school know about it sooner rather than later so that we may be able to assist where appropriate.

Where a child has an appointment during a school day their child should come to school for the remainder of the day leaving only for the time of the appointment. Advance notification is required to go off site during the day.

Medical/Dental appointments

All appointments should be made out of school hours. However, if an appointment as been arranged the school needs to know in advance. Evidence such as Doctors/Hospital/Dentist appointment card or letter needs to be provided to the school office.

Absence – Information for all parents

Pupils are expected to attend school for the full academic year, unless there is a good reason for absence. There are two types of absences:

Authorised Absence

Some absences are allowed by law and are known as “authorised absences”. For example: if a child is ill. Due to illness the child should not come to school if they have the symptoms of diarrhoea, vomiting and fever (above 38c)

Unauthorised Absence

There are times when children are absent for reasons, which are not permitted by law. These are known as “unauthorised Absence”. Examples of unauthorised absence are: Waiting on a delivery, going shopping, attending a wedding, sleeping in after a late night etc.

Where there is no explanation for the absence or where the explanation or reason for the absence is considered unsatisfactory is unauthorised. Where there is no improvement in attendance a referral is made to EWS for further action.

HOLIDAY ABSENCE & PENALTY NOTICE

Parents are not expected to apply for holidays for their children during school term time. They are expected to take holidays during school breaks. It is a common misconception that parents have the right to take their children on holiday for 10 days in the school year.

As of 1st September 2013, the DfE (Department of Education) have made a new legislation that the Headteacher may not grant any leave of absence during the term time. If the parent decides to go abroad without the permission from the Headteacher, from the fifth day of leave a fine can be issued from the Local Authority. Parents will be asked to provide evidence of their reasons for the request.

The Headteacher will decide the penalty fine for unauthorised leave in consultation with the Local Authority. This will depend on individual attendance circumstances. During term time the penalty fine is minimum £60 which needs to be paid within 21 days of receipt rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the Local Authority, in this case London Borough of Ealing. There is no right to appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 28 day period, the parents can be prosecuted at the Magistrate's Court for the unauthorised absences where fines are significantly increased.

A pupil's absence during term times can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they also are less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which you need to avoid.

If leave of absence is taken without consultation and authorisation of the Head teacher the absence by definition is unauthorised. This may result in the pupils being removed from the school and referred to the Education Welfare Service.

Khalsa Primary School will respond to non-attendance in the following:

- Contacting parents on the first day of absence if no reason has been received. (Attendance Officer will contact parent either by text, telephone or letter. (Appendix 1).
- If there is no response to the 1st text contact, a 2nd text will be sent to enquire about the unexplained absence.
- If no reply to 1st letter sent, a 2nd letter will be sent enquiring about the absence/s (Appendix 2).
- Where a pattern of non-attendance is emerging the parent/carer is invited to visit school to work with school staff to help resolve the difficulties (Appendix 3).

Where there is no response to school intervention and where the absence or pattern of absence has persisted without explanation the school can refer to the Education Welfare Service, once the pattern of absence meets the service referral criteria, (Appendix 5). The school will also, at this point, investigate the first day contact as advised by and agreed with EWS and convene an Attendance Panel (Appendix 4, 6 & 7). Parenting Contracts will be written following the Attendance Panel (Appendix 8) with an agreed Parenting Action Plan (Appendix 9)

Leavers

If your child is leaving, parents are asked to do the following:

- Parents need to inform office staff of the reason for moving school including last date of school and which school the child will transfer to.

Involvement of the Education Social Worker

The Education Social Worker plays a major role in attendance and the information given is by the guidelines of the local authority. All school concerns on attendance and punctuality is referred to ESW not simply due to relatively low attendance figures but if there is also patterns. Taking unauthorised holidays during term-time, then a referral will be made to the ESW. If attendance and punctuality concerns persist for a significant length of time then it's ESW discretion to fine parents and if necessary to take court action.

APPENDICES

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| Appendix 1 | Letter to parents when no reason for absence has been explained on first day of absence. |
| Appendix 2 | Letter to parents/guardians when 5 days of continual absence has been recorded, and there has been no contact with the school to explain the reason for absence. |
| Appendix 3 | Letter regarding School Attendance absence + dates + reasons |
| Appendix 4 | Letter requesting parent attend The Attendance Panel. |
| Appendix 5 | Criteria for referral to the Education Welfare Service |
| Appendix 6 | Khalsa Primary School's Attendance Panel Protocol. |
| Appendix 7 | Attendance Panel Data Collection sheet. |
| Appendix 8 | Parenting Contract (written agreement) |
| Appendix 9 | Parenting Contract School Action Plan |

APPENDIX 1

Dated:

Dear Parent/Carer

Re: (Name of Pupil)

I notice that (Name of Pupil) was absent from school yesterday and has not returned today. Please could you inform us of the reason for (Name of Pupil) absence as soon as possible?

Yours sincerely

Attendance Officer

Name of Pupil: _____

Class: _____

Reason for absence:-

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Signed: _____

Name of Parent/Carer: _____ Date _____

Reference: immediate response/same day

APPENDIX 2

Dated:

Dear Parent/Carer,

Re: (Name of Pupil) – Continuous Absence

From the registers it seems that (Name of Pupil) has been absent from school for the past five days. As the school has not been contacted giving a reason for (Name of Pupil)'s absence, I would be grateful if you could contact us to let us know why he/she has been away from school.

Your co-operation in this matter would be most appreciated.

Yours sincerely

Attendance Officer

Name of Pupil: _____

Year/Class: _____

Reason for continuous absence since:

Signed: _____

Name of Parent/Carer: _____ Date: _____

Continuous absence/5 days+

APPENDIX 3

Dated:

Dear Parent/Carer,

Re: (Name of Pupil).

According to our records (Name of Pupil) was absent on the dates shown below and we have not yet received an absence note for him/her.

We are legally required to record reasons for absence from school.

Could you please enter the reasons for (Name of Pupil)'s absences next to the dates on the slip below and return it to his/her Class Teacher.

If you have sent a note or contacted the School within the last few days – please accept our apologies and ignore this reminder

Yours sincerely,

Attendance Officer

Name of Pupil: _____ Year/Class: _____

Absences	Reasons for absences

Signed: _____

Name of Parent/Carer: _____ Date: _____

Reasons for absences+dates

APPENDIX 4

Dated:

Dear Parent/Carer,

Re: School Attendance of (Name of Pupil) – Attendance Panel

I would like you to come into School on (date) at (time) so that I can discuss some concerns regarding the attendance of (name of pupil).

I will also be inviting the Education Welfare Officer and School Health Adviser as they may be able to offer some useful help and advice.

The purpose of the meeting will be to see if by working together we can ensure (name of child/ren) attends school every day and arrives on time.

As a School, we think it is very important that all children succeed and enjoy their lives that they stay safe, learn, grow and achieve, make positive contribution to the community and make a smooth transition into adulthood.

At the moment (name of child) has (%) attendance. This means they have been absent for (No) of days. By not attending school, we cannot ensure that (name of pupil) will succeed.

We want to work together with you to help (name of pupil) do well. If the date and time is difficult for you, could you please contact me as soon as possible? Also if you have any concerns or are worried about this letter, please get in touch.

Yours Sincerely,

Head Teacher

[Invitation to attendance panel](#)

APPENDIX 5

REFERRAL CRITERIA TO THE EDUCATION WELFARE SERVICE

Criteria:

- Irregular attendance – when recorded attendance for the proceeding 6 weeks is less than 80% and absences are either unauthorised, or there are grounds to question the authorisation of absences.
- Disaffection/Exclusion
- Child Employment – where it is suspected that a student of statutory school age is illegally employed.
- Please note that referrals to the Education Welfare Service will only be accepted when schools have discussed or at least attempted to discuss the problem with the parent or carer of a student.
- Evidence of school based intervention should accompany the referral (i.e. copy letters etc. to home).
- Referrals will not be accepted without this evidence and can only be accepted with reference to the schools service level statement allocation
- The Education Welfare Service will attend a pastoral support programme or individual education plan meeting as the LEA representative.

Criteria for referral to ews

APPENDIX 6**Khalsa Primary School Attendance Panel Protocol**

Purpose:

- To ensure better outcomes for children and young people
- All primary schools to consider a process of escalation for pupils with 95% or less attendance

Options to be considered:

- Medical Reasons
School to ensure appropriate educational provision provided
 - Holidays in term time
Recorded on action sheet
Fixed Penalty Notice to be considered if unauthorised
 - Sickness
Letter to parents regarding impact of absence from school
Consider patterns of absence – frequency and types of illness
EWSW
 - Unexplained Absences
School to continue monitoring or included in identified group for attendance panels
Include in-group for attendance panel or Fixed Penalty Notice in accordance with school attendance policy
 - Other circumstances
Discuss with EWSW
School to monitor
Include in identified group for attendance panel
- If attendance deteriorates school should consider unauthorised absence.
 - Letter sent inviting parent/carer into school to discuss concerns about attendance (initial panel meeting).

FAILURE TO ATTEND

- Letter sent offering second appointment with consequences of non-attendance
- Legitimate reason given – re-arrange appointment offered

Consideration needs to be given to literacy levels. When it is felt parents/carers will not understand the process alternative communication needs to be considered.

RECORDING

Attendance panel meeting must be recorded either as a parenting contract or individual attendance plan.

Review dates need to be include when appropriate.

All interventions need to be recorded on an individual basis.

PANEL

- Inclusion negotiated by school and ESWW/EWO
- Invites should be sent by the School
- Panel should consist of Head Teacher, Governor/Learning Mentor, ESWW/EWO, and School Health Adviser.
- Letter should indicate purpose of the meeting. Supportive not punitive.
- Panel meeting should identify issues preventing regular attendance.
- Actions should be recorded either as a parenting contract or individual attendance plan, whichever is most appropriate.
- Achievable targets need to be considered individually.
- Review dates need to be agreed at the end of the meeting.
- If it is considered issues have been resolved there is no need to set a review date, but attendance needs to be monitored by school.
- When additional needs are identified this needs to be referred to the locality team.
- It would be appropriate if ESWW/EWO at the school when appropriate.

OUTCOME

- Improved attendance – monitored by school
- No improvement – review actions.

ATTENDANCE PANELS**Dated:****BASIC DATA SHEET (To be completed for all Pupils)**

Name of Pupil:		Male	Female
Year/Class:			
Date of birth		Ethnic Origin:	
Term:	Summer	Autumn	Winter
School:			
Parental attendance at panel:	Mother	Yes/No	Father Yes/No
	Other carer (please specify)		Yes / No
School Action:	School Action Plus:		Statement:
Exclusions:			
Looked after child:	Yes	No	
Free School Meals:	Yes	No	
Lone carer family:	Yes	No	
Any other agencies involved:			
% attendance for previous 6 weeks when identified for panel:			
% attendance at time of panel:			
% attendance at 1 st review:			
Outcome:			
% attendance at 2 nd review:			
Outcome:			
% attendance at 3 rd review:			
Outcome:			

NB Please attach copies of agreed actions when returning.

Please return to the education welfare representative on your panel.**Basic data sheet for panel**

PARENTING CONTRACT

Date of Meeting:	Time:
Present at Meeting:	
Name of Pupil:	Date of Birth:
Year/Class:	Attendance %:
Parent /Carers Full Name:	Date of Birth:
Address:	Tel. No.:
	Doctor:
	Significant other:
Other Agency involvement:	
Reasons for Absences:	Medical Issues:
School Issues:	
Any issues affecting Parent/Carers capacity to respond appropriately to child/young persons needs:	

Parental action taken regarding medical/school issues:
Any other issues:
Action Agreed:

Meeting concluded at:	Am/Pm
Parent/Carers Signature:	
Dated:	
School:	
Date:	
Review date:	

Appendix – 9

Parenting Contract Action Plan

Attendance Target: 95%

School:

Key Worker:

Parent:

Pupil:

DOB:

Issues	Action	Person Responsible	Success Criteria	Start Date	Review
Punctuality					
Distance from family home to school					
Stomach ache					
Below average literacy and numeracy scores					
Clear expectations from parents					
Child to attend school every day					

Parenting contract action plan