

**Coppice Primary  
Partnership**

*An Ethic of Excellence*



**Attendance Policy**

**Approved: April 2020**

**Next Review: April 2023**

## **Attendance Policy**

### **A. ATTENDANCE VISION**

1. Coppice Primary Partnership is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.
2. One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we seek to promote good attendance and punctuality in a number of ways.
3. We recognise that parents / carers have a vital role and a legal responsibility to ensure good attendance and we will identify, investigate and work in partnership with parents / carers, pupils and other agencies to resolve attendance problems.
4. **Start of Day**
  - 4.1 Children are expected to arrive on time for school (please see Appendix for individual school timings) and all pupils that are late must report to the school office where the reason for lateness is recorded. The pupil will be marked as late before registration has closed using Code 'L'.
  - 4.2 **The registers close at 9.15am.** Pupils arriving after this will be marked as late using Code 'U' and this will count as an unauthorised absence. Frequent lateness after the register has closed (U) will be discussed with parents/carers and could provide grounds for prosecution or a Penalty Notice.

### **B. PARENTAL/CARER RESPONSIBILITY**

1. Parents/carers have a legal duty to ensure that their child attends school regularly and arrives on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance impacts their education and social and emotional needs.
2. It is the parents'/carers' responsibility to contact the school on the first day their child is absent. This is a safeguarding requirement so that all parties know that your child is safe. Parents/carers should update the school on a daily basis or inform the school when their child is returning.
3. If pupils are attending a pre-school club or after school club, they are expected to attend each week; registers are taken for each club. If they are unable to attend for any reason, then parents are required to inform the school by telephone or supply a letter of explanation.

### **C. SCHOOL STAFF RESPONSIBILITY**

1. Coppice Primary Partnership recognise attendance is a whole school responsibility, with specific staff taking individual responsibility:
  - 1.1 The Headteacher has overall responsibility for monitoring attendance issues.
  - 1.2 If a pupil fails to arrive at school and parents/carers have not provided a reason for absence the designated person will contact the parent/carer on the first day of absence by 10am.

- 1.3 If a pupil fails to arrive at a club and parents/carers have not provided a reason for absence the designated person will contact the parent/carer as soon as possible.
- 1.4 Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement.
- 1.5 The Family Liaison Officer (FLO)/Families & Community Manager ensure the attendance records are up to date and monitors attendance.
- 1.6 After a period of absence, when a pupil returns to school, the designated person will request the reason from parent/carer and if no reason given this will be recorded as unauthorised.
- 1.7 On receipt of a note/email from the parent giving the reason for absence, the designated person enters the appropriate code in the register.
- 1.8 Class Teachers to raise any concerns regarding attendance with the designated person.
- 1.9 The designated person produces a regular report (at least termly) for children who are under 93%.

#### **D. TIMELINE OF SCHOOL ACTION FOR POOR ATTENDANCE**

1. 97%+ attendance – no action unless unauthorised holiday taken.
2. 95% Family Liaison Officer (FLO) or Family Community Officer will contact the parents using the letter below.
3. 93% Family Liaison Officer (FLO) or Family Community Officer meet with parents/carers and agreed actions taken (this may involve outside agencies).
4. 90% or lower - Family Liaison Officer (FLO) /Family Community Officer and/or member of the Senior Leadership Team will meet with parents and involve outside agencies including the Attendance Service to support improving attendance.

#### **E. AUTHORISED/UNAUTHORISED ABSENCE**

1. Only the Headteacher can authorise absence using a consistent approach and their discretion can be used in exceptional circumstances.
  - 1.1 **Authorised Absence**
    - 1.1.1 Sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent).
    - 1.1.2 Religious observance.
    - 1.1.3 Failure by the Local Authority to provide transport.
    - 1.1.4 Wedding of Mum and Dad - 2 days maximum.
    - 1.1.5 Funeral of family members - 2 days maximum.

## 1.2 Examples of Unauthorised Absence (but not limited to these)

- 1.2.1 Another member of the family is ill.
- 1.2.2 The family have overslept, or had a late night.
- 1.2.3 There are problems with uniform or clothing.
- 1.2.4 You have forgotten school dates.
- 1.2.5 It has snowed and you live within walking distance of the school.
- 1.2.6 An annual family event, such as a birthday.
- 1.2.7 An outing, e.g. to a theme park.
- 1.2.8 You take your child shopping.
- 1.2.9 A parent or sibling has a medical or other appointment.
- 1.2.10 You have a problem with your car.

- 2. Only the Headteacher can authorise absence using a consistent approach. The Headteacher is not obliged to accept a parent's/carer's explanation. A letter or telephone message from a parent/carer does not in itself authorise an absence. If absences are not authorised, parents/carers will be notified.
- 3. If no explanation is received or the reason is considered to be unjustified or if it comes to light that a child went on holiday when they were reported to be unwell then this absence will be unauthorised and a fixed penalty notice may be given if appropriate.
- 4. Parents do not have the automatic right to withdraw pupils from school for a holiday in term time. In accordance with the Education Regulations, the Headteacher may not grant any leave of absence for holidays during term time. If there are exceptional circumstances around a child needing leave from school, these will be dealt with on an individual basis.
- 5. If leave is taken which had not been authorised by the Headteacher, a fixed penalty may be issued by Kent County Council.

## F. PENALTY NOTICE

- 1. 10 incidents of late arrival after the registers have closed during any possible 100 school sessions for a Penalty Notice Warning Letter.
- 2. The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded.
- 3. If unauthorised absence is recorded during the 15-day period, Penalty Notice(s) will be issued (one per parent per child).
- 4. Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.
- 5. The penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days.

6. Penalty Notices are issued to each parent/carer of each child.

**G. CHILDREN MISSING EDUCATION**

1. No child should be removed from the school roll without consultation between the Headteacher and Attendance Service when appropriate. Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral. When a referral is made, the child's Registration Certificate, copies of all letters sent to parents/carers and minutes of any meetings MUST be attached to the completed statutory referral form with any other relevant information.

## APPENDIX 1

### Coxheath Primary School School Times

Year R, 1 & 2                    8.50 am – 3.10pm. (Doors open from 8.40am)

Years 3 – 6                    8.50am – 3.15pm (Doors open from 8.40am)

It is important that children are punctual so that they are able to start the school day at the correct time. Children can choose to 'trickle in' to school any time during the 10 minutes prior to the start of the school.

School Crossing Patrol is on duty from 8.30 – 9.10 am and 3.10 – 3.45 pm each day

**All pupils** that arrive late must report, with their parent/carer, to the school reception where the reason for lateness is recorded.

**Any concerns regarding attendance, please contact our Family Liaison Officer.**

### Loose Primary School School Times

Year R, 1 & 2                    8.55 am – 3.20pm. (Doors open from 8.45am)

Years 3 – 6                    8.55am – 3.20pm (Doors open from 8.45am)

It is important that children are punctual so that they are able to start the school day at the correct time. Children can choose to 'trickle in' to school any time during the 10 minutes prior to the start of the school.

School Crossing Patrol is on duty from 8.30 – 9.10 am and 3.10 – 3.45 pm each day

**All pupils** that arrive late must report, with their parent/carer, to the school office where the reason for lateness is recorded.

**Any concerns regarding attendance, please contact our Families and Community Manager Mrs Ingrid Dutch.**

### St Katherine's School & Nursery School Times

#### Nursery

Nursery runs two sessions a day, one from 8:40am and the other from 12.30pm. The first fifteen minutes of each nursery session operates as a 'soft start' where parents can come in with their child and find an activity to do with them to help them settle.

#### Reception to Year 6

All children are expected to arrive by 8.50am and register are taken by 9am.

**Year 4/5/6 pupils must** be dropped off on the top playground. They can arrive at 8.30am and are supervised on the top playground by two members of staff. Other children from **Reception to Y3** pupils can also be dropped off on the top playground from 8.30am. This drop-off zone closes at 8.50am.

**Reception to Y3** children can be taken to the lower playground from 8.30am onwards. Here they must be supervised by their parent/carer until they go into school at 8.45am.

**All pupils** that arrive late must report, with their parent/carer, to the school office where the reason for lateness is recorded.

**Any concerns regarding attendance please contact our Family Liaison Officer Miss Vicky Abbott**

## APPENDIX 2 (Late Code U causing concern)

Dear

I am writing to express my concern over the number of occasions that **child** has arrived after the register has been closed. Below for your information is a summary of attendance indicating the day they were late (Code U):

Dates of lates

Total lates

At our school the register is taken at **08.50** and is closed at **09.15** for the morning session and taken again at **13.05** and closed at **13.10** for the afternoon session. Pupils arriving after the register has closed will be marked 'U' which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child's learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

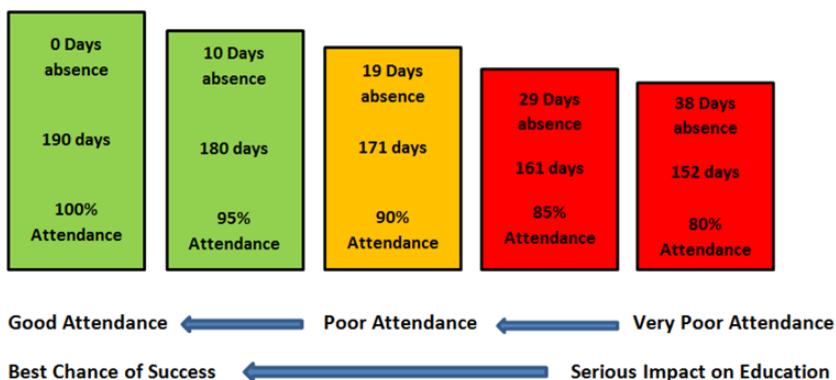
If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely

Headteacher

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.





### APPENDIX 3 (Attendance 95%)

Dear

I am writing to express my concern over the number of occasions that **child** has been absent from school. I attach for your information a summary of attendance indicating the day they were absent.

A pupil's absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

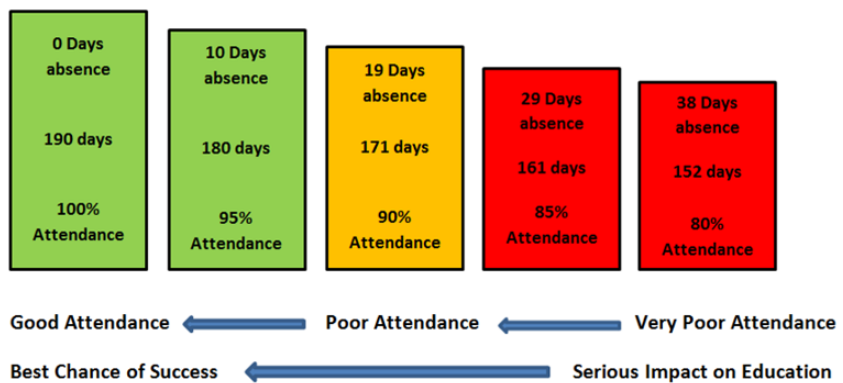
I am sure you share my concern and would wish to work with the school to improve your child's attendance. If we can help in any way please contact our **Family Liaison Officer/Family & Community Manager**.

Yours sincerely

Headteacher

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



#### APPENDIX 4 (Attendance 93% or less request for meeting)

Dear

Despite previous discussions, I note with concern that **child** attendance at school has made no significant improvement. Their attendance at school is currently % which means they have missed «total\_authorized\_absences» half day sessions for authorised absence and «total\_unauthorised\_absences» half day sessions for unauthorised absence. This will have an impact on your child's education which we cannot ignore.

As there has been no improvement in their attendance, I must advise you that further absences from school as a result of illness may require medical evidence (e.g. copy of a prescription, Doctors/Dentist appointment card). If medical evidence is not provided when required, further absences will be marked as unauthorised.

I am inviting you to attend a School Attendance Meeting with my {Family Liason Officer/Family & Community Manager/Senior Leader}.

The time and date have been set for ?? at ?? It is important that you attend this meeting for us to explore the issues around poor attendance.

If this appointment is inconvenient, I would be grateful if you could contact us so that an alternative time can be arranged.

If you do not attend this meeting your child's absence continues to deteriorate, further action including involving outside agencies involvement will be required.

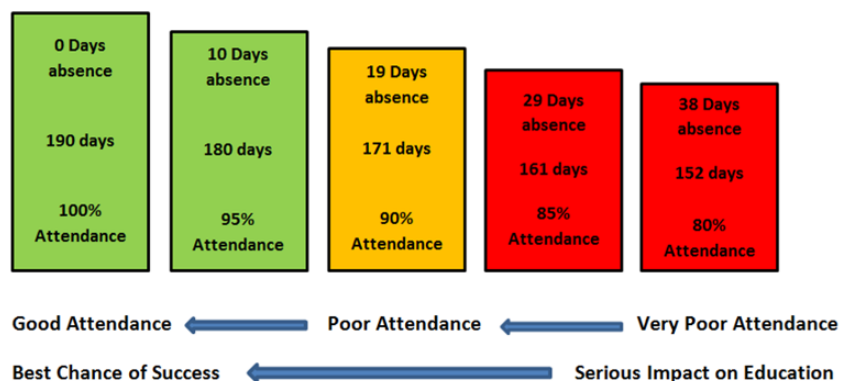
Thank you for your co-operation.

Yours sincerely

Headteacher

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



**APPENDIX 5 (Letter confirming authorised absence)**

Dear

**Re: Name of Child**

**Leave of Absence Dates:**

Thank you for your recent letter informing us of leave of absence during this term for your child.

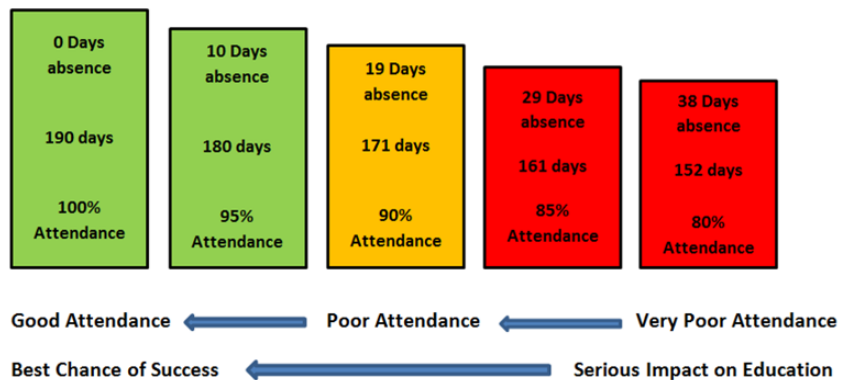
I can inform you that I have concluded that the circumstances you find yourself in are 'exceptional' and therefore leave of absence is granted.

Yours sincerely,

Headteacher

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



**APPENDIX 6 (Letter confirming unauthorised absence)**

Dear

**Re: Name of Child:**

**Date of Leave of Absence Request:**

Thank you for your recent letter informing us of leave of absence during this term for your child.

I can inform you that we have received your letter and that your child’s absence will be recorded as unauthorised.

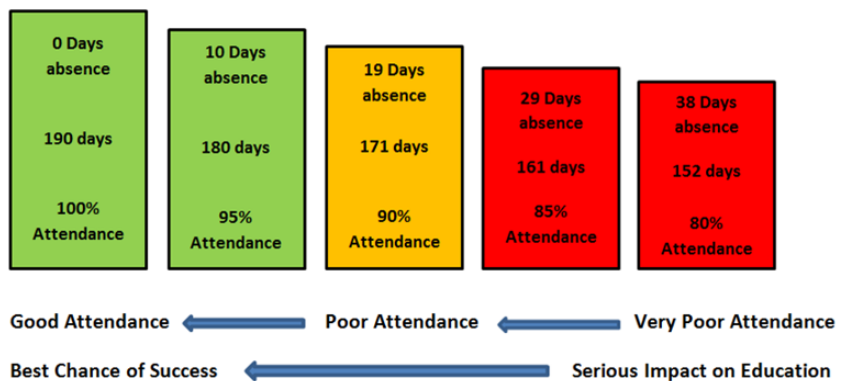
Thank you for letting us know.

Yours sincerely,

Headteacher

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



## APPENDIX 7 (Letter confirming Penalty Notice Referral)

Dear:

### Request for leave during Term-Time

For the attention of the parents of «forename» «surname»

I have received your request to take «forename» out of school for a family holiday between ??date and ??date, a total of ??Number of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at my discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- my decision is final
- leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school I will be making a request for a Penalty Notice to be issued.

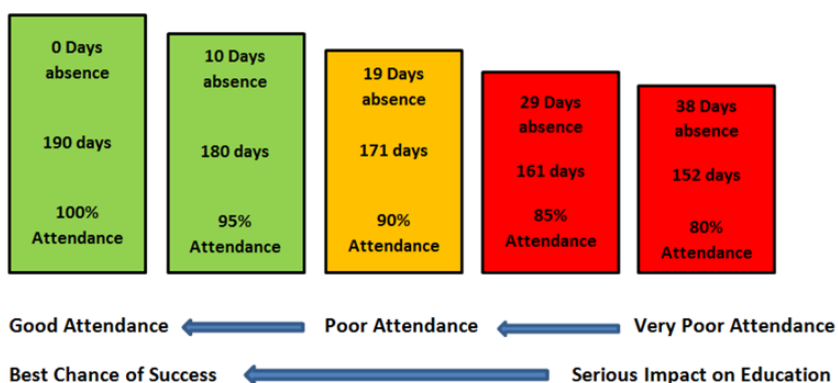
Penalty Notices are issued to each parent of each child and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Headteacher

There are **365 days** in a year and **190 days** in a school year.

This leaves 175 days for holidays, shopping, birthday treats and non-urgent medical appointments.



### Kent School Referral Pathway – Pupil Attendance

