



Attendance Policy

Knaphill Federation of Schools	
Policy: Attendance Policy (Pupils)	
Governors' Committee Responsible: Children and Learning	
Policy Originator: Miss J. Concannon	Review Period: 3 Years
Status: Non Statutory (Highly Recommended)	Next Review Date: Autumn 2022

Commitment to Attendance – The Aims of this Policy

The staff of the Knaphill Federation of Schools are committed, in partnership with the parents/carers, students, governors and the Local Authority, to building a school which serves the community and of which the community are proud. All pupils are expected to attend 100% of the time unless the absence is authorised by the Federation Head teacher

Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school, we will encourage parents to ensure that their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Expectations

We expect that all pupils will:

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.
- Discuss promptly with their Class Teacher or school office if there are any problems that may affect their school attendance.

We expect that all parents/guardians will:

- Encourage regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually and prepared for the school day.
- Ensure that they contact the school before 9.00am in the event of absence, on each day the child is absent or, if known in advance, whenever the child is unable to attend school.
- Contact school promptly whenever any problem occurs that may keep their child away from school.
- Notify the school immediately of any changes to contact details.
- Notify the school of any home circumstances that might affect the behaviour and learning of their child.

We expect that school staff will:

- Provide a welcoming atmosphere.
- Provide a safe learning environment.
- Provide a sympathetic response to any pupil's or parent's concerns.
- Keep regular and accurate records of AM and PM attendance and punctuality
- Monitor individual pupil's attendance and punctuality.
- Contact parents when a pupil fails to attend and where no message has been received by 9.00am to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/guardians. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- Encourage good attendance and punctuality through a system of reward and recognition.
- Regularly inform parents of the % attendance of all pupils. (Termly Reports)
- Make initial enquiries regarding pupils who are not attending regularly.
- Meet regularly with the Inclusion Officer to monitor and support school attendance and punctuality.

Knaphill Federation of Schools

- Refer irregular or unjustified patterns of attendance to the Inclusion Service. Failure by the family to comply with the planned support set by the Inclusion Service may result in further actions, e.g. a Penalty Notice, parental prosecution.
- Notify the Local Authority after 15 Days sickness.
- Notify the Inclusion Officer after 10 days unexplained absence.
- Meet the requirements of the UN Convention – The Rights of the Child – by ensuring that whenever possible, students are consulted in all the decisions that relate to them.

Pupils Leaving During the School Day

- Pupils are not allowed to leave the premises without prior permission from the school.
- Whenever possible, parents should try to arrange medical and other appointments outside of school time.
- Parents are requested to confirm in writing the reason for any planned absence, the time of leaving, the expected return time.
- Pupils must be signed out on leaving the school and sign back in on their return.
- Where a pupil is being collected from the school, parents/guardians are requested to report to the school office before the student is allowed to leave the site.
- If a pupil leaves the school site without permission their parents/guardians will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the students as a missing person.

Punctuality/Lateness

It is crucial that children arrive at school on time for registration at the beginning of the day. Lateness into school causes disruption to that individual's learning and to that of the other pupil's in the class. It is paramount therefore that all students arrive at school on time.

- Registration takes place at 8.55am for EYFS (Years N and R) and KS1 (Years 1 and 2). Registration takes place at 8.50am for pupils in KS2 (Years 3,4,5 and 6) Pupils who arrive after the register has been taken will be recorded as late for school – coded 'L' on the registration certificate.
- Registers close at (half an hour after the register opens) and after this lateness is recorded as an unauthorised absence 'U' on the registration certificate - and can be subject to referral to the Inclusion Service and possible prosecution by the Local Authority.
- Persistent lateness by a pupil will be dealt with through the Federation Headteacher and maybe referred to the Inclusion Officer.

Changing Schools

It is important that if families decide to send their child to a different school that they inform us in writing as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority and Education Welfare.

Leave of Absence

- The school holiday dates, external exam dates and INSET days are published a year in advance.
- Leave of absence in term time will only be authorised in exceptional circumstances.
- Where absence in term time is unavoidable, a Leave of Absence application form must be requested from the Federation Head Teacher and submitted for consideration by the Head Teacher on behalf of the Governing Board, no less than 4 weeks prior to the requested date. If leave is taken in term time without prior authorisation by the school, it will be recorded as an unauthorised absence and liable to a penalty notice.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The head teacher is required to determine the number of school days a child can be away from school if leave is granted. (The amendment has not defined 'exceptional circumstances' and therefore Headteacher/Governing Body will be responsible for deciding what they consider to be 'exceptional circumstances')

Penalty Notices for Leave of Absence:

The Federation Head Teacher may now request that the Local Authority consider issuing a Penalty Notice to parents/guardians, when pupils are taken out of school for 5 or more day's leave of absence without school authorisation.

The Inclusion Service acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/guardian for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The Penalty Notice fines are as follows:

- **£60 per parent per child if paid within 21 days of receipt of the notice, rising to £120 per parent per child if paid after 21 days but within 28 days.**
- If the Penalty Notice is not paid within 28 days, the local authority is then obliged to prosecute for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when a Penalty Notice maybe issued:

The Inclusion Service may also issue a Penalty Notice to parent/carers who are failing to secure their Child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school and the Inclusion Service. Before a Penalty Notice is issued, parents will be warned of their liability to receive such a notice.

The issue of a Penalty Notice will also be considered where attendance has fallen below 90% and there are no less than 7 unauthorised sessions during the preceding 6 weeks. The parents' failure to engage with supportive measures proposed by the school or the Inclusion Service will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

Failure to ensure regular School Attendance

If concerns regarding attendance arise, the Inclusion Officer will notify the Federation Headteacher who will inform the child's Class Teacher. The Class Teacher, will, in the first instance talk to the parent/guardian. Any parents/guardians whose pupils have been identified as a cause for concern may be invited to attend an attendance meeting at school, held in conjunction with the Federation Headteacher. Following this, if there is no improvement in school attendance, we will refer the pupil to the Inclusion Service who will work in partnership with school parents/guardians in support of pupils who are failing to attend school on a regular basis.

The Inclusion Officer for the Federation may also issue a Penalty Notice to parents/guardians who are failing to secure their child's regular school attendance and are not engaging with supportive measures to improve attendance proposed by the school or Inclusion service. Before a Penalty Notice is issued, parents/guardians will be warned of their liability to receive such a notice.

Linked Documents:

Application for Leave of Absence

Punctuality Matters

Knaphill School
High Street
Knaphill, Woking
Surrey GU21 2QH
0148388899



Knaphill Lower School
Chobham Road
Knaphill, Woking
Surrey, GU21 2SX
01483473282

Federation Headteacher Miss J Concannon
www.knaphillfederationofschools.org.uk

APPLICATION FOR LEAVE OF ABSENCE

Dear Parents / Guardians,

I understand that you would like to request permission for leave of absence during term time.

As parents/carers, you have a legal responsibility to ensure your child's attendance at school. During any academic year, children are at school for 190 days and at home for 175 days. Holidays or treat days must be taken in the school holiday periods only.

I would kindly make you aware of the following:

The Education (Pupil Registration) (England)(Amendment) Regulations 2013, became law on 1st September 2013 and advises that the Headteacher may not grant any leave of absence during term time **unless** there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted. Leave for holidays or treat days cannot be authorised.

Unauthorised absence of 5 days or more may result in the issuing of a Penalty Notice. Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

The DfE requires schools to log all absences as authorised or unauthorised. Absences form part of a historical record for your child and are shown each year on their Annual Report. Schools are also required to publish annually statistics on authorised and unauthorised absences.

If, due to exceptional circumstances, you would like the Federation Head Teacher to consider a request for your child's leave of absence, please complete the details on the reverse of this letter. It may be necessary to request proof of this request. The Federation Head Teacher will consider the reasons for this request carefully and we will advise you of the decision at our earliest opportunity.

For further information, please refer to our Federation Attendance Policy.

Yours sincerely,

A handwritten signature in black ink that reads 'J. Concannon'.

Miss J Concannon
Federation Headteacher

Knaphill Federation of Schools

Name of child:	Class:
Please consider leave of absence	
from:	to:
Number of school days:	
The exceptional circumstances are:	
Has your child previously needed leave of absence in this school year? YES / NO	
If YES, please give dates and details:	
I also have children at...	
Signed: (Parent/Guardian)	Date:

To be completed by the Federation Head Teacher and returned to the parent...		
Child's attendance level over the last 12 months:		
Our overall school target for attendance this year is		96 %
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes if NOT approved:		
<input type="radio"/> As per our policy, we cannot authorise absence for holidays or treat days <input type="radio"/> If you do take your child out of school for more than 5 days a Penalty Notice will be issued		
Signed:	(Federation Head Teacher)	Date: