



Khalsa Primary School
Faith inspired education



ATTENDANCE POLICY

Policy Title	Attendance Policy
Approval Date:	Autumn 2018
Review Date / Cycle	Every three years

Aims

At Khalsa Primary School we aim to maintain an attendance rate of a minimum of 96%. We promote parents and pupil's awareness of the importance of regular attendance. We strive to keep the percentage of children with persistent absence below 0.5%. Please note that a child is considered to be a 'persistent absentee' if 10% or more of possible sessions for attendance are missed.

What is a session?

Each day the school is open consists of two sessions – the morning and the afternoon. Registers are taken twice a day.

Principles

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.
- find school routines and school work easier to cope with.
- find learning more satisfying.
- have an easier transfer to secondary school.

Your Responsibility

As a parent you need to:

- ring the school on the first day of the absence by 9:00am with the reason for absence. **Note,** you must ring on the day of every day the child will be absent.
- aim to arrange all appointments out of school hours or during school breaks.
- send in a note explaining the reason for absence on your child's return to school after an illness.
- keep us updated by telephone or in person if your child has an extended period of absence due to illness.
- for illness lasting 5 days or more, Khalsa Primary School requires evidence from a doctor/hospital, either a note or a prescription will suffice. A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent is not an acceptable reason for absence.
- co-operate with school and the Slough Borough Council Attendance Service if there are attendance problems.
- you do not have the right to take children out of school in term-time. Khalsa Primary School will not authorise any leave of absence during term time. In extreme circumstances, requests must be made in writing using the forms available in the school office.
- to make sure that your child has had a good night's sleep – children need to be wide-awake to learn.

Our Responsibility:

We monitor attendance closely and will always follow up unauthorised absence. If we are concerned about a pupil's absence, we will take one of the following steps:

- complete a daily register in the morning and the afternoon.
- follow up unexplained absences by phone calls as soon as possible. Such an absence may indicate that a child is missing or at risk. We will take any necessary steps to reduce this risk, including contacting the Police if appropriate.
- remind parents of the importance of regular attendance and punctuality.
- publish our attendance rate for parents and other stakeholders.
- publish your child's attendance rate on her/his annual school report.
- let you know if we have concerns regarding your child's attendance. Arrange a meeting to discuss the concerns.
- Send a letter outlining the level of attendance and the expectations for attendance, along with next steps.
- inform Slough Borough Council Attendance Service about continued/regular absence or habitual lateness.

Unauthorised Absence

The school holiday dates are published in advance and are available on the Khalsa Primary School website and from the school office. Family holidays need to be booked within these dates and are not deemed extreme circumstances.

To prevent absence due to extended holidays absence just prior to and following a school holiday will be unauthorised if parents do not provide medical evidence on request. If the absence is not authorised, yet the pupil is absent, this will be considered an unauthorised absence and a referral will be made to Slough Borough Council Attendance Service who may issue a penalty notice or fine.

There are very strict rules about children needing to attend school. The law states that there are very few occasions when a child can be absent. If a child is off school without a good reason, the absence is 'unauthorised'.

Examples of unauthorised absence are:

- going on holiday or other extended leave.
- waiting on a delivery.
- going shopping or on an errand.
- going for a family day out.
- is your child's birthday.

Unauthorised absences have to be reported to the Local Authority. The School Attendance Service may contact you and consider legal action against you if your child has unauthorised absences.

Where an absence is deemed unauthorised parents/guardians will be liable to pay the following penalty fees:

- **A fee of £120 per parent payable directly to the Local Authority per period of unauthorised absence**

If a child is absent for more than four weeks during term time then they will be taken off roll.

Authorised Absence

We realise that there are rare occasions when there might be a particular problem that causes your child to be absent. Please let us know and we shall try to deal with it sympathetically. Where a child's attendance falls below the expected level of 96%, the school may ask for a medical certificate to authorise an absence due to illness.

Punctuality

We take the view that there are no late children, only late parents. Morning registration is prompt at 8.35am. We have arranged a 15 minute dropping off period from 8:20am - 8:35am to assist parents with traffic congestion.

Morning drop off

- the cloakroom doors close at 8.35am.
- it is important to be on time as the first few minutes of the school day are used to register the children for attendance and school lunches, going in to the Gurdwara for assembly, give out instructions and organise schoolwork for the rest of the day.
- if your child misses this short but vital session, their work for the whole day may be affected. late arrivals are disruptive to the whole class and often embarrassing for your child.
- **arrival after the close of registration at 8.35am may be marked as unauthorised absence** in line with the DfE guidance.
- we will let you know if we have concerns about your child's punctuality.

Afternoon pick-up

- we expect parents to collect children promptly at: -
 - Nursery 11.20am and 3.05pm.
 - Reception 3.05pm.
 - Year 1 to Year 6 3.15pm.
- you must inform the teacher/school office if somebody else (other than yourself or a named contact) is collecting your child from school. A formal letter must be provided for any guardian aged 16 or below.
- children who remain uncollected at the end of school time will be referred to the office after 3:30pm.
- any persistent lateness by parents to collect children on time will be referred to Children's Services.

There are also very serious legal consequences for parents and carers when children are persistently late. If your child has a high level of lateness you will receive a warning letter from the school. After this, continued lateness could result in **Fixed Penalty Notice (a £120 fine) by Slough Borough Council and in extreme cases a summons to Magistrates Court.**

Leavers

If your child is leaving, other than at the end of Year 6 to go to Secondary School, parents are asked to: -

- inform the school office in writing, with a minimum of 7 days notice, about their plans including date of move, new address or at least the town you will be moving to, new school and start date when known, and reasons for moving. A form is available at the school office.
- confirm the school has your current mobile phone number.

Children Missing Education (CME)

When pupils leave and you have not given the above information, and the school cannot contact you, then your child is considered to be a Child Missing Education. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Children's Services (formerly Social Services), the police and other agencies, to try to track and locate your child. By giving us the above information, unnecessary investigations can be avoided.

Legal Note

Parents have a legal duty to ensure the regular and full time attendance at school of registered pupils (Education Act 1996). This policy is based on the law and on Best Practice guidance produced by the Department for Education and Skills and the Local Authority. The School Attendance Service aims to work with schools and families to promote good attendance and avoid legal action. However, in some cases, parents are prosecuted (taken to court) or have to pay a Fixed Penalty (fine) if unauthorised absences continue.

We value your support in helping us to maintain high standards.

"Attendance matters...Every day counts at Khalsa Primary School"