



ATTENDANCE POLICY

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Aims of the Policy

Khalsa Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that by only attending school regularly and punctually children and young people will be able to take full advantage of the educational opportunities available to them. High attainment depends on good and regular attendance.

All staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

We recognise that parents have a vital role and there is a need to establish strong home-school links and communication systems. We will provide effective and efficient communications with pupils, parents, and appropriate agencies to provide mutual information, advice, and support to meet our objectives.

Definitions

In this policy there are some key definitions which will be used. We have referenced the meaning of these terms below for ease of understanding:

Session

Schools are required to take attendance registers twice a day for all pupils. Each of these attendance marks counts for one session. Each day is made up of two sessions; morning and afternoon. In a typical school year, a pupil can attend for a maximum of 190 days, or 380 sessions

Persistent Absence

When a pupil's attendance figure reaches 90% or below, they are deemed as 'persistently absent' from school. Children whose attendance is below 90% are likely to achieve lower educational outcomes and are at increased risk of harm and exploitation. A pupil with 90% attendance will be absent for the equivalent of: one session per week, six sessions per six-week half term or 38 sessions per school year.

Severe Absence

When a pupil is absent from school with an attendance figure of 50% or below, they are deemed as 'severely absent'. Children in this group are at increased risk of exploitation and education outcomes are poor. A pupil with 50% attendance will be absent for the equivalent of: five sessions per week, 30 sessions per six-week half term or 190 sessions per school year.

Parent

Within this policy, a parent is defined as: all natural parents, whether they are married or not or any person who has parental responsibility for a child or young person and any person who has care of a child or young person (i.e., lives with and looks after the child).

Vulnerable pupils

Within this policy, vulnerable pupils are defined as those that: have a social worker or have previously had a social worker; are a Child Looked After (CLA); have an Educational, Health and Care Plan (EHC Plan); are severely absent, as defined above.

Local Authority

Within this policy the Local Authority refers to Slough Borough Council.

Statutory and Legal Guidance

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

When parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

This means their child must attend every day that the school is open, except in a small number of allowable circumstances, such as being too ill to attend or being given permission for an absence in advance from the school.

This policy aligns with the following statutory guidance and regulations:

- [The Education Act 1996](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations \(Amended\) 2013](#)
- [Working Together to Improve School Attendance](#)

The Education (Pupil Registration) (England) Regulations 2006 was amended by Education (Pupil Registration) (England) Regulations in 2013 only allowing head teachers to authorise leave of absence in exceptional circumstances.

In line with these regulations, requests for term-time leave will not be granted.

Additional legal requirements relating to school attendance can be found in The Education (Pupil Registration) (England) Regulations 2006.

Key Staff and Contacts

Role	Name
Lead for Attendance Headteacher Designated Safeguarding Lead	Pavin Dhaliwal
Attendance Officer	Deljit Matharu
School Absence reporting line	01753 823 501

Safeguarding

Knowing where children are during school hours is an extremely important aspect of safeguarding. Absence can be an indicator of abuse and neglect and may also raise concerns about other safeguarding issues, including the criminal exploitation of children.

We monitor attendance carefully and address poor or irregular attendance without delay.

We will always contact parents when pupils are not at school to ensure their whereabouts are known. It is essential that we have at least two up-to-date contact numbers for each pupil.

Parents should remember to inform the school as soon as possible if their contact details change. This includes home addresses, email addresses and phone numbers.

Khalsa Primary School recognises that inappropriate authorisation of absence can be as damaging to a child's education as unauthorised absence as it will potentially send a message to parents that any reason for absence is acceptable and can render children extremely vulnerable to harm.

Where necessary, Khalsa Primary School challenge parents about the reasons for their child's absence and will always encourage them to keep absences to a minimum. A note or explanation from a parent does not guarantee that the absence will be authorised.

The decision to authorise absences rests with the Headteacher of the school and will be made depending on the reasons given. In some cases, evidence may be requested to support this decision. If no reason is given for an absence, it cannot be authorised.

Children Missing Education

In line with the statutory guidance Keeping Children Safe in Education (2023), school leaders have ensured that:

- all members of staff are aware of attendance guidance and expectations
- all members of school staff understand what to do when a child's attendance becomes a concern
- the school has in place required and appropriate policies, and robust procedures and responses for pupils who go missing from education (especially on repeat occasions)
- all staff are aware of the risks of Female Genital Mutilation (FGM) and the legal requirement to take immediate action if there is reason to believe a child is at risk or that it has taken place.

Removing Pupils from the School Roll

Schools are required to inform their local authority when a pupil is removed from roll.

Procedures are in place to ensure this information is shared in a timely manner when we plan to take pupils off-roll, or when they:

- leave the school to be home educated
- move beyond a reasonable distance from the school
- remain medically unfit beyond compulsory school age
- are in custody for four months or more (and will not return to school afterwards)
- are expelled (permanently excluded).

Pupils who are expected to start attending Khalsa Primary School but fail to take up the place will be referred to the Local Authority.

When a pupil leaves Khalsa Primary School, the pupil's new address, school, and expected started date will be recorded. This information will be passed to the Local Authority.

The School's Responsibilities

- we monitor attendance closely and will always follow up unauthorised absence.
- 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 termly/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.

The Parent's Responsibilities

- ring the school on the first day of the absence by 8:45am 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.
- 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 the 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. Pupils are expected to attend school every day on time. Khalsa Primary School will not authorise any leave of absence during term time. In exceptional 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.

Vulnerable Pupils

Khalsa Primary School routinely monitors the attendance of vulnerable pupils. If we have concerns about a pupil, we work closely across our staff and with support services to ensure parents understand the importance of good attendance and attendance procedures.

Additional measures are in place to monitor the attendance of vulnerable pupils.

Vulnerable pupils are included on the school's internal Attendance Monitoring List. The attendance of these pupils is monitored on a session-by-session basis and absences are reported to the appropriate staff member immediately to ensure contact is made with their parent as quickly as possible.

- Daily school contact with parents (and any external professionals such as social workers) in relation to absences of vulnerable pupils or those at risk of persistent or severe absence.
- Pupils with complex needs (including those with medical needs) will be supported to ensure their attendance is maximised and its improvement is planned for. The attendance of pupils in this group will be monitored daily.
- When a pupil is dual registered or accessing learning off-site, their attendance at that provision will be monitored daily. Khalsa Primary School holds the legal responsibility for these pupils' attendance and safeguarding.
- Pupils with Special Education Needs or Disabilities (SEND) whose attendance is poor are monitored through the internal school processes and offered additional support in line with their needs.

The leadership and staff supporting attendance at school will hold regular meetings, where attendance is discussed and tracked, so that suitable support and interventions are put in place as quickly as possible.

When a pupil's attendance continues to decline despite the support that is put in place, additional support may be requested from several support services. This may include the use of multi-agency work and support being discussed at a Team Around the School meeting. These discussions can lead to additional support being identified and support from the Education Safeguarding Service being agreed.

How we monitor attendance and the support that is offered is determined on a case-by-case basis. These decisions are regularly reviewed between the attendance, safeguarding and pastoral teams in school. Support from Team Around the School or Education Safeguarding Service may also be requested and implemented.

Celebrating Good Attendance

Attendance levels will always be discussed at Parents' Evenings and mentioned in school reports. Where attendance is excellent or good, parents will be thanked for ensuring children attend school regularly. A weekly attendance trophy will be presented to the class with the highest attendance.

Informing Parents about Attendance

We will share attendance data with parents at all parent meetings and a full registration certificate is shared with the end of year report. The End of Year report will also stipulate whether their child's attendance is excellent, good, or poor.

Morning Drop off and Registers

- 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 3.15pm
 - Reception to Year 2 - 3.00pm
 - Year 3 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 email/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.

Absence reports are run following each registration period so parents can be contacted if necessary. Following our morning registration, if a pupil is absent and a reason for that absence has not been provided, the following action will be taken (see Appendix 1):

- **The first priority contact(s) will receive a phone call on the first day of unexplained absence**
- **Where no contact is made, further contact(s) will be telephoned on subsequent days, unless there are ongoing concerns**
- **if it is not possible to get a response a home visit may be completed**

When children with a social worker are absent and no reason provided, the school's Designated Safeguarding Lead will inform their social worker.

Absence and Punctuality

Parents are required to inform the school as soon as possible if their child is absent or due to be absent. This should be done on every day of absence.

Parents are asked to inform us of any absences as follows:

By phone	01753 823 501
By email	office@kpsslough.com

Each school day is split into two sessions; morning and afternoon. Registers are opened at the beginning of each session and closed 10 minutes later, as shown in the table below:

Pupils' punctuality will be regularly monitored. Sanctions will be put in place when it is appropriate to do so. Parents will be contacted to discuss persistent lateness and lateness after the close of the registers could result in a request for support from the Education Safeguarding Service.

When parents make daily contact regarding their child's absence, that contact and the reasons for absence will be recorded. Absences will be coded on the child's register in line with the reason for that absence. A list of attendance codes provided by the DfE can be found in Appendix 3.

The decision about how absences are coded rests with the Headteacher and in some cases, absences may not be authorised even when a reason is provided.

Additional information or evidence may be requested before an absence is authorised. This may occur when there are concerns about a pupil's attendance, even if it is related to illness, or when the reason provided is believed to be false.

Unexplained absences may result in contact being made with parents and a home visit being made to speak with the parent or the pupil and put support in place, as needed.

Authorisation of Absence

In line with legislation and Local Authority guidance, pupil absences can only be authorised when:

- a pupil is too unwell to attend school
- a pupil is attending a medical appointment that is unavoidable
- a pupil is taking part in a recognised religious observance
- a pupil is prevented from attending due to school transport not being available (this only applies to transport that is arranged by the Local Authority or the school)

Absences may also be authorised at the discretion of the Headteacher when:

- term-time leave is requested, and its circumstances are exceptional
- a pupil has one or more medical appointments
- the parent of a pupil is engaged in a trade that requires them to travel and they have previously attended school as often as the nature of that trade permits (this relates only to families with Traveller status)
- other exceptional circumstances (e.g., a close family bereavement)

Medical Appointments

Where possible, medical appointments should be made outside school hours or in school holidays. However, we realise this is sometimes not possible. Pupils should come into school before and after appointments to ensure they miss as little lesson time as possible. Pupils should sign out before leaving for appointments and sign in when they return.

Term-Time Leave

Arranging holidays or planned absence during term time causes issues for many reasons:

- the pupil's education suffers; lessons and extra-curricular activities are missed

- there is no opportunity for teachers to set additional work or to assist a child in catching up on their return from holiday
- parents may be in breach of their legal obligation to send their child to school.

The Government issued new regulations in September 2013 that placed greater restrictions on families and schools in relation to planned term-time leave.

The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013 state:

Head teachers shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.

Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances, and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Requests for term-time leave will be considered on a case-by-case basis

Parents should complete a Leave of Absence Request form which is available from the school (Appendix 3). The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage we will follow the necessary protocols. (Please see our school's Safeguarding Policy for more information.)

The Head of School will determine how many sessions may be authorised in cases where term-time leave is agreed.

The school can only consider applications for Leave of Absence which are made by the resident parent (the parent with whom the child normally resides).

Applications for term-time leave must be made in advance using the School Term Time Absence Request Form (Appendix 2). Failure to do so will result in an absence, the resulting absences being unauthorised.

When an application for term-time leave is declined, any resulting absences will be unauthorised.

Unauthorised absence relating to term-time leave being taken will be sent to the Local Authority for consideration of a Penalty Notice. Unauthorised absences resulting from term-time leave being taken are likely to result in the Local Authority issuing each parent with a Penalty Notice for each child absent from school.

If a Penalty Notice is issued and not paid, the Local Authority will consider prosecuting parents in line with Section 444(1) of the Education Act 1996. This can result in a fine of up to £1,000 for each offence.

In exceptional cases, the Local Authority may seek to prosecute parents in line with Section 444(1) of the Education Act 1996 without issuing a Penalty Notice.

Unauthorised Absence

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.

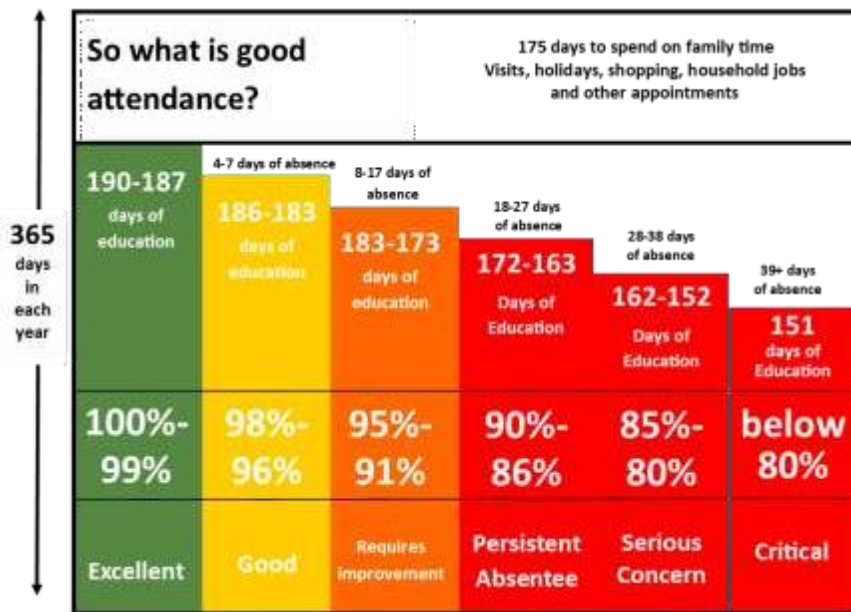
Unauthorised absences have to be reported to the Local Authority. The School Attendance Service may contact you and consider legal action against you if your child has unauthorised absences. Where an absence is deemed unauthorised parents/guardians will be liable to pay the following penalty fees:

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.

Attendance Support and Intervention

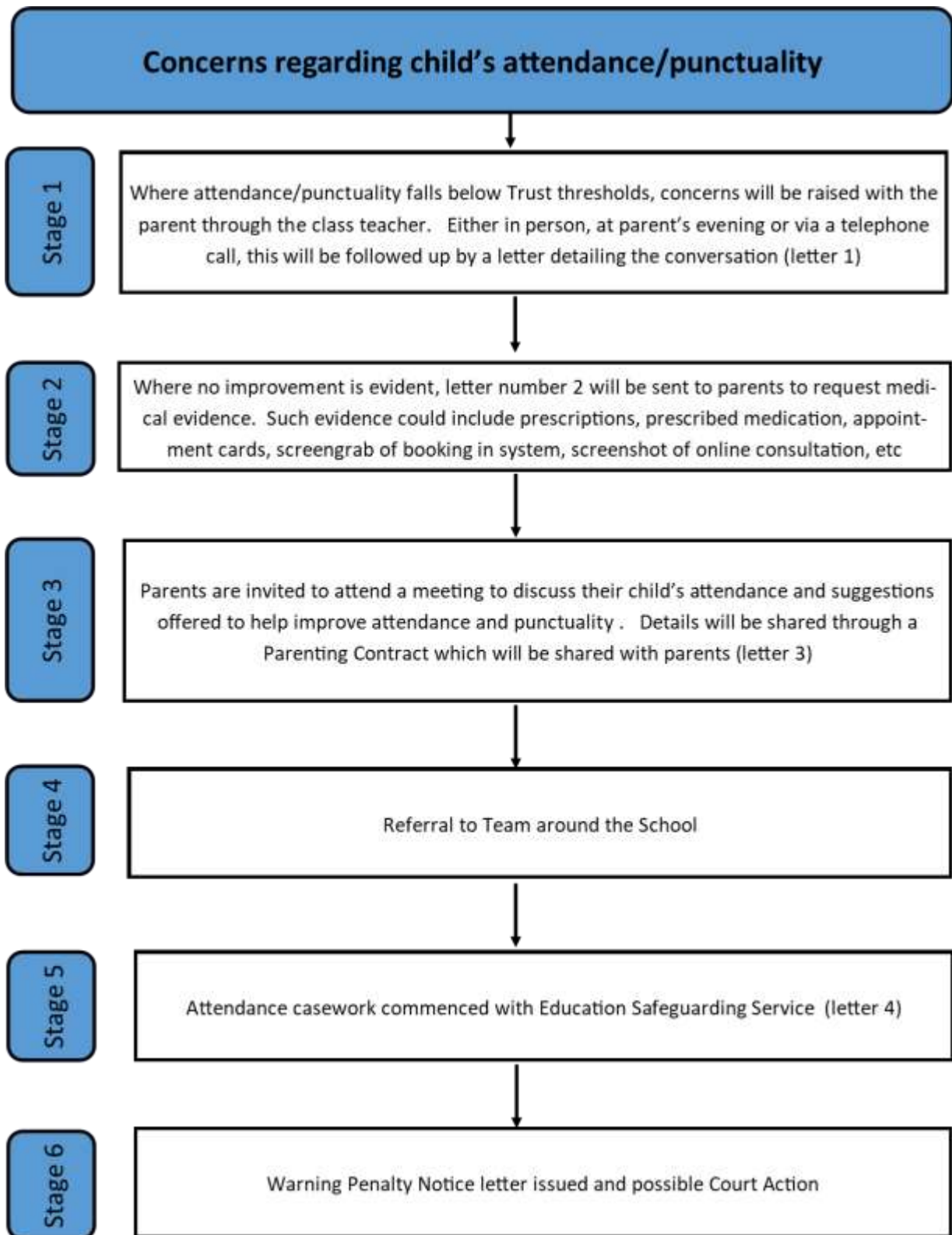
Khalsa Primary School monitors the attendance of all pupils regularly and will put in place varying levels of support and intervention, as outlined below.

The strategies, support and interventions put in place and offered will vary depending on each pupil's attendance and the circumstances resulting in their absences. However, as a guideline, the following chart depicts what good attendance is.



Through regular attendance monitoring and scrutiny, Khalsa Primary School is able to identify pupils that require support in relation to their attendance at the earliest possible stage.

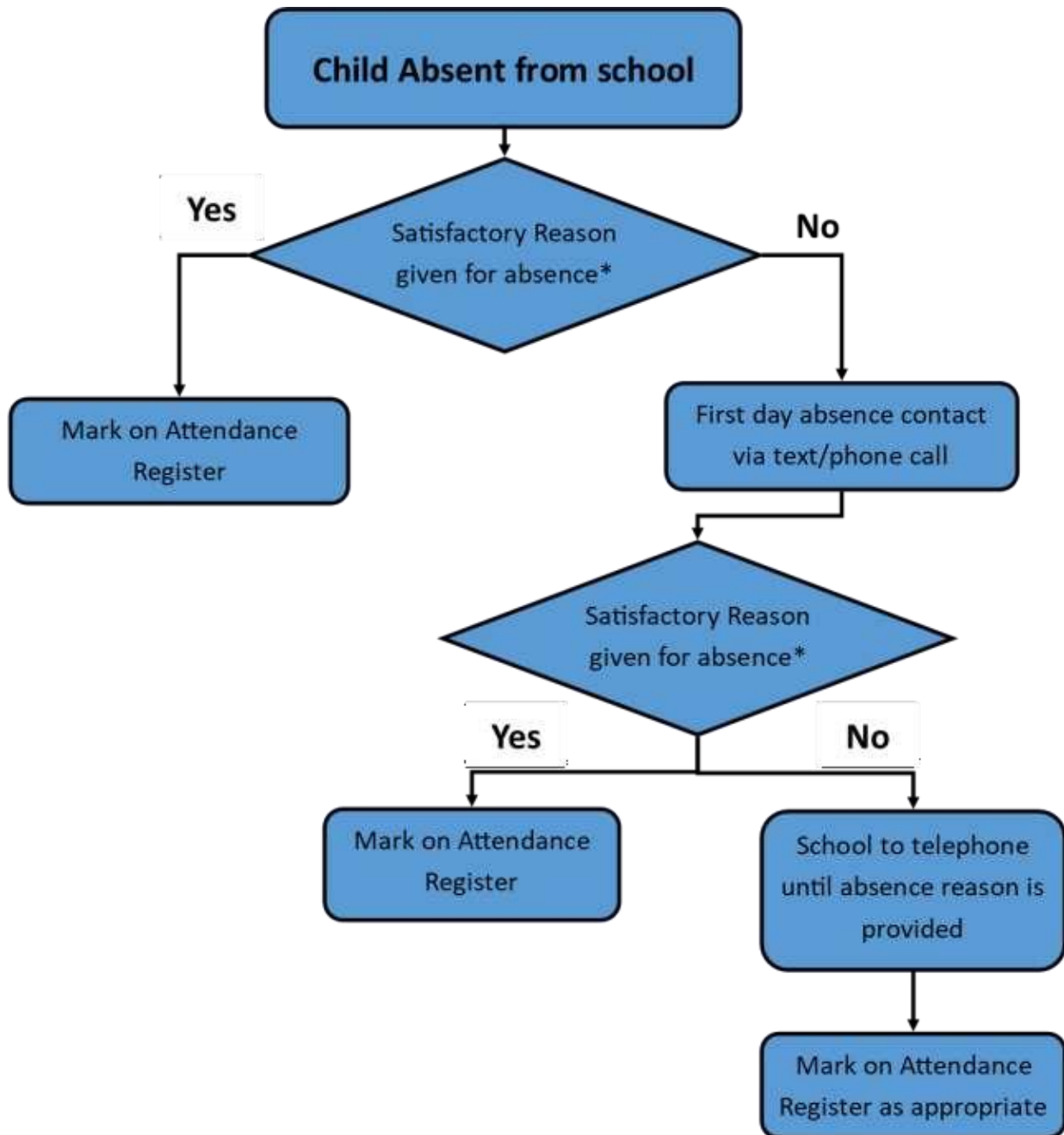
The process outlined below is for guidance purposes only. The strategies used to support attendance will vary depending on a child's circumstances, the reasons for their absence and their needs.



Early intervention and support are the most effective approaches to improving attendance. Parents are strongly encouraged to engage in any support offered, as this may improve attendance quickly and prevent the need for requests for support from statutory services.

While the use of statutory and legal interventions is always a last resort, they may be put in place by the Education Safeguarding Service on behalf of the Local Authority.

Appendix 1 - Attendance – Dealing with absences



- Where generic reasons (ie unwell, poorly) are given for absence, staff will telephone parents to ascertain the medical reason for the absence.
- If no reason is given for an absence after a child returns, then staff will telephone parents to obtain a reason on their return. The child may also be asked why they were absent.

On the third day of an absence due to illness, the school will telephone the parent to enquire how the child is recovering and ask when they may be well enough to return to school.

Appendix 2 – Application Form for absence required for Term Time leave

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Leave requests for circumstances such as family events, overseas travel and planned leave should be made using this form. The school must be informed of all requests for leave during term time at least one month in advance of the absence by completion of this form. Permission from the Headteacher to remove your child from school should be sought prior to making any travel arrangements.

In line with Government guidelines, holidays during term time will not be authorised. Leave requests for exceptional circumstances will be considered by the Headteacher.

Only the Headteacher can authorise absence during school time, and it is the Headteacher that will decide if the circumstances are exceptional.

If a request is denied and you do remove your child from school, the absence will be recorded as unauthorised on your child's record.

Slough Borough Council issues penalty notice's (fine's) for unauthorised absence of 5 days or more. Penalty Notices are issued on a per parent, per child basis and payment of £120 per notice must be paid within 28 days of the issue. The lesser amount of £60 per notice can be paid if payment is received within 21 days of the issue.

I (name of parent/guardian) hereby request that leave of absence be granted to (name of pupil)in class from (first day of absence)to (last day of absence)

The reason for this absence is

.....

He/she will return to school on

My child will be absent for _____ school days (number of school days child will miss)

Signature: Date:

Relationship to pupil.....

Notes in relation to application for Term Time Leave

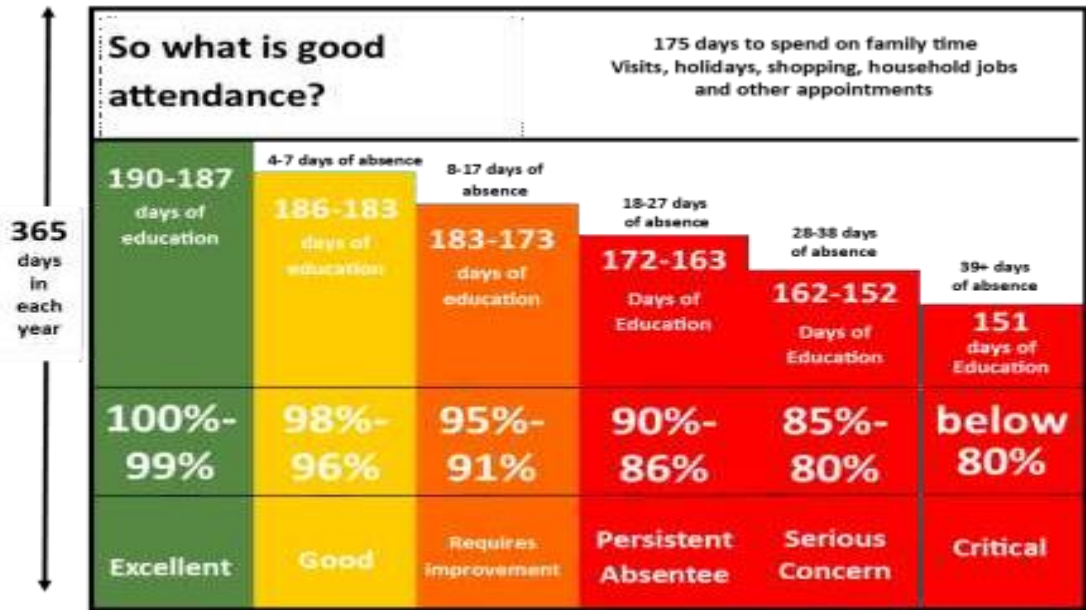
It is the aim of Khalsa Primary School that pupils should enjoy learning, experience success, and realise their full potential. Our Attendance Policy and Procedures reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

Children who attend school regularly are more likely to

- feel settled in school
- maintain friendships
- keep up with their learning and
- gain the greatest benefit from their education.

Regular attendance and punctuality are essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

- The law states that you do not have the right to take your child out of school for holidays during term time.
- Only exceptional circumstances warrant an authorised leave of absence.
- If the school refuses your application and you still take your child out of school, the absence will be treated as “unauthorised.”
- Unauthorised absences may lead to the issue of a Fixed Penalty Notice being issued against you for irregular school attendance.
- In April 2017, the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the pupil’s attendance is deemed to be irregular.
- The school may refer cases of unauthorised absence that meet the threshold, **currently 10 unauthorised sessions in 12 school week period**, for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.



Appendix 3 – Department for Education (DfE) Attendance Codes

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e., present at another school or PRU)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school age pupils	Not counted in possible attendances
Y	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months.	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to all pupils	Not counted in possible attendances