



KINGFISHER  
PRIMARY SCHOOL

## Attendance Policy

Date: September 2023  
Review Due: October 2024

Reviewed Annually

### Ethos and Aims

At Kingfisher Primary we believe that punctuality and good attendance are essential for all pupils, to ensure they can benefit fully from the Proud Traditions, Wide Horizons and High Achievement that Griffin Schools offer. We aim to ensure that all pupils achieve maximum possible attendance and that any barriers to this are identified and acted upon as soon as possible. The school aims for 100% attendance for pupils and promotes good punctuality now and for the future.

Parents and carers should be aware that if they fail to ensure that their children attend school regularly and punctually they may be prosecuted under section 444 Education Act 1996 by the Local Authority.

Regular and punctual attendance provides the means for children to take advantage of all educational opportunities. It ensures continuity, promotes responsibility and a purpose which can be carried into adult life. A pupil who is late or absent, misses the introduction to a lesson or a new concept, causes disruption to others and is likely to have missed the instructions to the lesson, thus putting themselves at a disadvantage.

### Roles and Responsibilities

#### Parents, Guardians and Pupils

Parents and carers of children of compulsory school age are legally required to ensure that they receive fulltime education. Parents and carers are also responsible for informing the school of any absence as soon as possible; the school expects to be contacted on each day of the absence. This can be done by telephoning the school, by personal contact, email or by written note. The reason for absence and when the child is expected to return to school should be stated. Pupils are expected to arrive at school punctually. Parents are expected to notify the school of changes to contact details and if there is a change in home circumstances that might affect the behaviour and learning of their child.

Persistent lateness can be seen as absence and is managed in the same way as poor attendance by the school. Parents should ensure that their child arrives at school promptly and prepared to begin the school day. Pupils should be at their meeting points 5 minutes before so they enter the school calmly with their class. The gates open at 8.40am. Registers close at 9.00am and again at 1:00pm. If families decide to send their child to a different school they must inform Kingfisher Primary School as soon as possible in writing.

#### The School will:

- provide a welcoming atmosphere;
- provide a safe learning environment;
- provide a sympathetic response to any child's or parent's or carer's concerns;
- keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality;
- contact parents and carers on the first day of absence when a child fails to attend and where no message has been received to explain absence;
- follow up all unexplained absences to obtain explanations from parents and carers. Although parents and carers 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 will be required.



- encourage good attendance and punctuality through a system of reward and recognition
- inform parents and carers of the % attendance of their child/children at parents evening and in their annual report
- make initial enquiries regarding pupils who are not attending regularly and invite them in to discuss ways in which to improve attendance.
- liaise with outside agencies when necessary to support families
- meet regularly with the Attendance Advisory Practitioners (AAPs) to monitor and support school attendance and punctuality
- refer irregular or unjustified patterns of attendance to the AAPs. Failure by the family to comply with the planned support set by AAPs may result in further actions, e.g. a Penalty Notice, parental prosecution or an application for an Education Supervision Order
- notify the Local Authority (LA) after 5 (10 sessions) days sickness  
notify AAPs after 5 (10 sessions) days unexplained absence.

### Consequences of poor attendance/punctuality.

For pupils whose attendance and or punctuality fails to improve, after a range of interventions and support measures have been tried by school, the ultimate consequences may be one of the following.

1. From February 2004, new measures introduced in the Anti- Social Behaviour Act 2003 have made it possible that certain cases of unauthorised absence from school amounting to 10 sessions (5 days) can be dealt with by way of Penalty Notice. These Penalty Notices require the recipient to pay a fine of £60.00 per parent per child, if paid within 21 days, or £120.00 if paid within 28 days. Failure to pay the Penalty Notice will result in prosecution in the Magistrates Court.
2. The Local Authority may initiate court action under Section 444 of the Education Act 1996 which could lead to fines of up to £2,500 or even imprisonment.
3. In some cases, action may be taken under The Children Act 1989 to protect the welfare and development of the child.

### Leave of Absence

The school can approve absence. The school does not have to accept the parent or carers offered explanation as a valid cause for absence. There are certain circumstances outlined in the DfE guidelines that the school categorises as authorised absence. The guidelines are based on the needs of the community and the kinds of reasons parent/carers may wish their children to take leave of absence. The school follows the guidelines for authorising absence as listed below:

- Illness, emergency medical, dental and hospital appointments. It is expected that routine check-ups, including hospital review appointments should, as far as possible, be made during holiday periods or after school hours
- Family bereavements
- Attending a religious observance
- Off-site activities (These fall into two categories; educational visits or individual activities e.g. an examination)
- Exclusion (Excluded pupils are treated as authorised absence. They will remain on the school's register unless permanently excluded when the situation has to be reviewed)

NB. Kingfisher Primary does not authorise a leave of absence for periods during term times e.g. extended holidays or visiting family abroad.

### Medical Evidence

On the third day of absence, a letter will be sent requesting medical evidence and a return to school date. If medical evidence is not provided, the Attendance Advisory Practitioner (AAP) will arrange a home visit. If a child's attendance becomes a cause for concern, the parents/carers will be invited to attend an attendance clinic to discuss any issues with the Home School Support Manager and the school's AAP.

### Holidays during Term Time

We operate the DfE zero tolerance approach to holidays and we notify parents and carers of this so that they can make an informed decision about removing children from school for this reason. We refer children with unauthorised holiday absence to the local authority who arranges for fixed penalty fines to be issued. The amount payable on issue of a Penalty Notice is £60 per parent, per child, if paid within 21 days, rising to £120 when paid within 28 days. Failure to pay the fine may result in the Local Authority prosecuting. An unauthorised absence referral will be made to the AAP if, in any 6 weeks, 10 unauthorised sessions have been recorded.

### Breakfast Club

Kingfisher Breakfast Club runs an established Breakfast Club. The aim of the club is to promote punctuality and good attendance. Breakfast Club may be a useful option for families where there are barriers to punctual attendance. Breakfast Club is run by trained school staff and is open from 8:00am.

### Late Collection of Children

Persistent late collections are monitored and the school attempts to support parents/carers with this by helping to develop strategies to improve their punctuality in collecting their children.

### School Procedure

The school monitors attendance and lateness weekly. Issues relating to pupil attendance are followed up during regular review periods. Attendance is a high priority and is celebrated weekly in assembly with the presentation of a trophy. 100% attendance certificates are issued termly and at the end of the year. The class with the highest attendance chooses a reward at the end of the year.

The Department for Education expects a child to have an annual school attendance of not less than 96.4%. By working together, we ensure that every child achieves that goal.

Head of School: Fiona Armstrong  
Home Support Worker & Attendance Lead: Alison Brightman  
Attendance Advisory Practitioner: Bernice Behan

