



A school where every child can 

Kirk Langley CE Primary School

ATTENDANCE MANAGEMENT POLICY

Kirk

Version History	
Date	Detail
March 2019	Agreed by staff Approved by Governors
Reviewed Autumn 2020	Agreed by Staff Approved by Governors
Reviewed Autumn 2021	Agreed by Staff Approved by Governors
Reviewed Autumn 2022	Agreed by Staff Approved by Governors
Reviewed Autumn 2023	Agreed by Staff Approved by Governors
Review Autumn 2024	

Langley is a Church of England Primary School and our family believe that 'Every Child Can Shine.' Our visions and values, built on the living Gospel of Christ within daily life, are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils in being respectful, confident, thriving citizens.

Daniel 12:3

'Those who have insight will shine brightly like the brightness of the expanse of heaven, and those who lead the many to righteousness, like the stars forever and ever.'

We aim to provide a thriving, inspiring and stimulating learning environment where children achieve the very best they are capable of because all the staff value their different learning styles. Kirk Langley Church of England Primary School is committed to Christian values where children, parents/carers and our community know us by our actions.

Within a Christian ethos we aim to:

- Promote a positive attitude to life-long learning, nurturing the development of self-esteem; leading to aspirational, independent learners that are prepared to be challenged and take risks in a diverse and ever changing world.
- Provide the children with valuable experiences and opportunities, through a broad, balanced and exciting curriculum, where learning is purposeful and engaging.
- Use a variety of teaching strategies and resources effectively and creatively; encouraging each child to progress and attain to the highest possible standards, in relation to their age and ability.
- Strongly believe in the partnership of parental involvement in the education of our pupils.
- Demonstrate and foster respect for ourselves and others within the school, local community and the global community.
- Respect the belief of others and celebrate cultural diversity.
- Encourage spiritual and moral values.
- Explicitly promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs through a 'living' curriculum.
- Value each child as an individual within the school and respect personal beliefs.

INTRODUCTION

This policy is a statement of the aims, principles and strategies for Managing Attendance at Kirk Langley C.E. V.C Primary School. It was developed through a process of consultation with teaching staff and governors. It will be reviewed as part of a cycle of policies identified by the Pupil and Curriculum Committee.

STATUTORY DUTY OF SCHOOLS

The Education Act 1996 and Anti Social Behaviour Act 2003 requires parents of guardians to ensure their children receive efficient, full-time education, either by regular attendance at the school or otherwise. Schools are responsible for recording pupil attendance twice a day: once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

Amendments made to the **Education (Pupil Registration) (England) Regulations 2006**, which came into force on the 1st September 2013, have removed references to family holiday and extended leave as well as the statutory threshold of ten school days.

AIMS

At Kirk Langley C.E V.C Primary School we want children to take full advantage of the educational opportunities available so we aim to:-

- Encourage children to attend school regularly and punctually by:-
 - Creating a warm, welcoming and secure atmosphere where pupils feel valued
 - Providing children with a stimulating, broad curriculum
 - Providing a clean, attractive, safe environment in which to work.
- Keep a careful record of admissions, attendance and lunch numbers
- Pass on relevant information to relevant persons
- Discourage lateness

IMPLEMENTATION

Attendance is the responsibility of all parents, children, staff and governors.

Schools will ensure that:

- Children are registered accurately and efficiently
- Attendance targets are set for the school
- Parents and guardians are contacted, by the clerk, when reasons for absence are unknown or unauthorised
- Children's attendance and lateness is monitored regularly by the Headteacher
- School attendance statistics are reported by the Headteacher to Governors.
- Unauthorised attendance will be reported to the Education Welfare Service at the Local Authority

Children will be encouraged to:

- Attend school regularly
- Inform staff if there is a problem that may lead to absences

Parents or Guardians will:

- Be aware of their duties
- Encourage good attendance and punctuality
- Inform the school on the first day of non-attendance
- Contact school if they have any concerns about their child's attendance
- Understand that failure to ensure good attendance and punctuality will amount to an offence in law, making them liable to a penalty, notice or other statutory action, including prosecution. The penalties for continued unauthorised absence can be severe.

Attendance Register

It is the responsibility of the class teacher to maintain an accurate register file by means of the RM Integrus management system following the categorising instructions provided. The register is taken twice a day: once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all the children of compulsory school age who are on the school's admission roll. It is the clerk's responsibility to print off weekly registers for evacuation purposes and check all attendance and non-attendance through the RM Integrus management system. This information may be passed onto parents, receiving schools, the DfE and other appropriate bodies. The attendance register data is kept securely on the school administration computers. In the event of whole school evacuation, the weekly paper print out will be used to check all children are accounted for. When a child leaves school before the end of the school day this will be marked on the weekly print out with the time and date the child leaves the school premises. When a child arrives late into school this will be updated on the RM Integrus management system and manually amended on the weekly paper print out.

Lateness

Parents and children are regularly reminded the importance of punctuality. Children not in attendance at registration time are marked absent. The register is closed at 09:30. Any children who arrived during this time are marked late with a 'L'. Children who arrive after this time are marked late with a 'U'. This is classified as an unauthorised absence.

Absences

Parents are requested to notify school by letter, telephone or orally regarding any absences of their child. Parents are encouraged to have medical appointments outside the school day.

The class teacher marks all known absences before the register closes. Letters regarding absence are kept at the back of the register until the end of the year. They are disposed of at the end of the school year with any significant ones filed into the child's personal buff folder. Class teachers are informed of telephone and oral messages. The clerk marks these absences in on the morning of the last day of the week and unknown ones discussed with the class teacher if necessary. In the event of school receiving no message, a standard letter requesting reasons for the absence is sent home. If notification is still not received the absence is left unauthorised. Any unexplained and unjustified absences are recorded as unauthorised.

Leave of absence (Term-time Holiday)

Leave of absence will not be granted during term time unless there are **exceptional** circumstances. This applies to all children of compulsory school age (a child begins to be of compulsory school age the term following the child's fifth birthday). The headteacher has the discretion to grant leave if he/she believes that there are exceptional circumstances and determine the number of school days a child can be away from school. Each request for leave of absence in term time will be judged on its own merit.

Circumstances that may **not** be considered exceptional are:

- Availability of cheap holidays and cheap travel arrangements.
- Days overlapping with the beginning or end of term.
- Birthday of pupil or family member.
- Family Weddings

Parents requesting leave of absence for exceptional circumstances must make the request in writing at least two weeks before the anticipated start date. **Appendix 2.**

The headteacher will respond in writing to each parent by name with his/her decision as soon as is practicable. Leave of absence cannot be approved retrospectively. **Appendix 3.**

Penalty notices

Penalty notices can be issued by the local authority Education Welfare Service to each parent liable for the unauthorised attendance and for each child of compulsory school age.

Penalty notices can be used where the pupil's absence has not been authorised by the school and may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion of this and the days to which it applies.

Parents who remove their child from the school for the purpose of a family holiday without seeking prior approval will be referred to the Educational Welfare Service and will be issued with a penalty notice.

The penalty is £60 (per child and per parent) if paid within 21 days of receipt rising to £120 (per child and per parent) if paid after 21 days but within 28 days. For example, two parents with three children would be fined a total of £720, reduced to £360 if paid within 21 days).

The payment must be paid direct to the local authority. The parents may be prosecuted by the local authority if 28 days have expired and full payment has not been made. There is no right of appeal by parents against a penalty notice.

Lunchtime Registers

It is the responsibility of the clerk to maintain lunchtime registers. The daily number is totalled showing paid and unpaid pupils and staff and final a total recorded.

EXCLUSIONS

We will try to deal with any severe disciplinary matters in such a way that exclusion does not become necessary but recognise there may be cases when this is the only option open. The governor will delegate powers to a Discipline Committee to deal with an exclusion matter which cannot be resolved.

The arrangement for exclusion procedures and the governors' duties are found in The School Standards and Framework Act 1998

DE6 4LQ
Tel / fax: 01332 824264
Email: headteacher@kirklangley.derbyshire.sch.uk
Headteacher: Mrs J Stevenson (BCs, PGCE, NPQH)

Dear parent.

School Attendance Policy

The Department for Education expects schools and local authorities to promote good attendance and reduce absences, including persistent absence. This is because we know that missing out on lessons leaves children/young people vulnerable to falling behind. Children/young people with poor attendance tend to achieve less in both primary and secondary schools.

As a school we work incredibly hard to support all children/young people and their families so as to ensure that all children/young people have good attendance.

The Government has recently made amendments to the Education (Pupil Registration) (England) Regulations 2006 which come into force on **1st September 2013**. These state that Headteachers may not grant any leave of absence for holidays during the term time unless there are exceptional circumstances; in these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

As a consequence of these changes I will no longer be able to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term
- Birthdays of pupil or family members
- Family Weddings

Parents needing leave of absence for **exceptional circumstances** should complete a form at least two weeks before the anticipated start date. The reason for the request should be given in detail. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

I would like to remind parents that this is Government policy and parents who take their children on holiday without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service. Parents could be issued with a fixed penalty notice and/or court action. Thank you for your support and understanding.

Yours sincerely,

Headteacher

Appendix 2

Kirk Langley Primary School **LEAVE OF ABSENCE REQUEST FORM**

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren) Year Group

.....

.....

Year Group

.....

Year Group

Childs Address

.....

.....

.....

Name of Applicant(s) and Address (if
different).....

.....

I / We wish to apply for our child(ren) to be absent from school for **EXCEPTIONAL CIRCUMSTANCES** on the following dates.

From.....

To.....

Total number of days our child(ren) will be absent from school

Please supply in as much detail as possible the reason for your request and why you feel it is exceptional circumstances. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Continue over the page if necessary

Signed (both parents if applicable)

Date

.....

.....

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.

Appendix 3

Kirk Langley CE Primary School

Moor Lane

Kirk Langley

ASHBOURNE,

Derbyshire

DE6 4LQ

Tel / fax: 01332 824264

Email: headteacher@kirklangley.derbyshire.sch.uk

Headteacher: Mrs J Stevenson (BCs, PGCE, NPQH)

Recipient(s) full name

Address

Dear

Absence from School

Thank you for your application requesting leave of absence for _____, for ____ school days, from ____ to _____, for the purpose of a family holiday.

As you know, in September, 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. If your child is absent from school during the specified dates you may be issued with a Penalty Notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

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Moor Lane
Kirk Langley
ASHBOURNE,
Derbyshire
DE6 4LQ

Tel / fax: 01332 824264

Email: headteacher@kirklangley.derbyshire.sch.uk

Headteacher: Mrs J Stevenson (BCs, PGCE, NPQH)

Recipient(s) full name

Address

Dear

Absence from School

Thank you for your application requesting leave of absence for _____, for _____ school days, from _____ to _____ for the purpose of a family holiday.

As you know, in September, 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am able to grant approval for your request for _____ school days on the basis that the reason given is exceptional.

Yours sincerely