

## **Kings Langley Primary School Attendance Policy**

We would appreciate the support of parents to ensure all our pupils are in school, on time, each day, in order that they can take full advantage of the educational opportunities available to them and improve their future life chances.

### Responsibilities

Parents are responsible by law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at school.

### Parents should:

- ensure that their children arrive to school: on time, properly dressed (with everything that they need) and ready to learn
- instil in their children, an appreciation of the importance of attending school regularly
- work in partnership with their children's school to resolve issues which may lead to non-attendance
- notify their child's school on each day of their absence - if the school has not been contacted before 9.30am then a text message will be sent all adults that have parental responsibility for the child
- avoid arranging medical/dental appointments during school hours
- avoid booking holidays during term time
- avoid collecting their child early from school.

### School will:

- work actively to maximise attendance rates for the whole school and individual pupils
- support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance
- be sensitive to the needs of individual parents and this should be reflected in the way in which attendance issues are addressed.

Schools are required to call attendance registers at the start of the morning session and once during the afternoon session and to record whether pupils are present, absent or on an approved educational activity.

For pupils of compulsory school age, schools are required to differentiate in the registers between absence which is authorised and absence that is unauthorised.

## Responsibilities – Attendance and Pupil Support Service

### Attendance Improvement Officer

Attendance Improvement Officers fulfil the statutory duty of the County Council in enforcing regular school attendance. Kings Langley Primary School works in close partnership with the Attendance Improvement Officer and all absences falling below 90% are closely monitored.

### Punctuality

When a pupil arrives after the register has closed (9.00am), they will be marked as 'late.' Persistent late arrivers will be monitored.

### Family Holidays

Holidays during term time are firmly discouraged and will rarely be authorised.

### Authorising Absence

Only the Headteacher can authorise an absence. Should a parent provide a reason, the school is not obliged to accept this as a valid reason for absence. If, after further investigation, doubts remain, or no explanation is given, the absence will be treated as unauthorised.

Should a child be absent from school for more than 15 sessions (7 and a half school days), in the current and/or previous term, the school can apply to the local authority for a Penalty Notice to be issued to the parents. This carries a fine of £60 per parent, per child, if paid within 21 days. It then rises to £120 per parent, per child, if paid within 28 days. If after 28 days, the notice remains unpaid, the Local Authority may decide to prosecute for the offence.

### Encouraging Attendance

Certificates will be presented annually, for those children achieving excellent attendance and those children who need to be recognised for good attendance.

### Welfare Check

Should the headteacher deem it necessary, a **welfare check** will be requested via the local police station.