

WOULDHAM ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

ATTENDANCE POLICY

Statement of Intent

- ✿ Wouldham All Saints Church of England Primary School is committed to the continuous raising of achievement of all of our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. Missing school makes learning much more of a challenge as children will not receive the input needed from their teacher.
- ✿ One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. Wouldham All Saints Church of England Primary School actively promotes 100% attendance for all of our pupils and we use a variety of rewards to promote good attendance and punctuality.
- ✿ We recognise that parents/carers have a vital role, and a legal responsibility, to ensure good attendance and we promise to identify, investigate and work in partnership with parents/carers, pupils and other agencies to resolve attendance problems.

Parental responsibility

The responsibility for ensuring children attend school regularly and punctually rests with parents. To this end, it is desirable that parents should be the first line of contact whenever the child is absent from school.

It is the parents' responsibility to contact the school whenever the child is absent and on the first day of absence.

The role of the teacher

Class teachers should complete a register at the beginning of each morning and afternoon session. Attendance is monitored by the school admin team and absences chased for reasons. The school will endeavour to make contact with parents on the first day of absence of a pupil. Patterns of absence for individuals/families as well as any apparent unexplained absences will be highlighted to the senior leadership team.

All pupils are expected to arrive by 9:00am. To help with this the school opens all classrooms at 8:50am. All pupils arriving after 9:00am should report to the school office where the time of arrival will be noted.

Any pupils arriving after 9:30am will be recorded as an unauthorised absence and this may result in the issuing of a Penalty Notice.

Authorised/non authorised absence

- ✿ The legal responsibility for ensuring pupils attend school regularly and punctually rests with parents/carers.
- ✿ As stated above, it is the responsibility of the parents/carers to be the first line of contact and to contact the school whenever a student is absent and on the first day of absence.
- ✿ It is the school which authorises the absence, not the parent/carer.
- ✿ Absence is either authorised, such as in the case of illness or of religious observance, or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or unreasonable.

Leave of absence/holiday

Wouldham All Saints Church of England Primary School will consider any special request for leave of absence individually but will only grant such requests in exceptional circumstances and only where the individual's attendance is above the school average for the preceding four months.

Wouldham All Saints Church of England Primary School will not authorise holidays in term time under any circumstances.

- Holidays taken during term time will mean that the absence is unauthorised (truancy). The deliberate taking of a holiday in term time may result in the following consequences:
 - Children being excluded from additional and optional activities such as after-school sports clubs where these are over-subscribed. Where more children request a place than spaces available the school will allocate according to level of unauthorised attendance.
 - Parents being liable to a penalty notice. Currently this is **£120 per child served to each parent** (reduced to £60 per child if paid within 28 days of the notice).

Penalty Notices

Section 23 of the Anti Social Behaviour Act 2003 empowers designated LEA Officers, Headteachers and the Police to issue penalty notices in cases of unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27 February 2004.

From January 2005, Kent County Council has been issuing Penalty Notices in the following circumstances:

- (a) overt truancy (including pupils caught on truancy sweeps)
- (b) parentally-condoned absences
- (c) holidays in term-time
- (d) persistent late arrival at school (after the Register has closed)