



KING'S WOOD SCHOOL AND NURSERY

ATTENDANCE POLICY



Introduction

At King's Wood School we believe that good attendance and punctuality are essential if a child is to achieve their full potential. Frequent absence and / or lateness disrupts pupils' learning which leads to them missing key concepts and thereby hampers their progress.

Encouraging good attendance and punctuality helps to prepare pupils for their adult life and the responsibilities of full-time employment. We seek to support parents and pupils in enabling them to attend school regularly and to arrive on time.

The school acknowledges and celebrates those pupils who have good attendance and are punctual. There are several ways in which we do this:

- Weekly attendance certificates are given out in assembly to classes who achieve 95% and above during that week.
- At the end of each term letters* are sent out to families to recognise good attendance.
- Postcards are sent out at the end of each term for children who have 100% attendance.

*Every child receives a 'traffic light' letter (Appendix 1) which praises children for being in the green band but also alerts parents if their child's attendance has dropped into the amber or red bands.

Recording Absence

If a child is unwell or unable to come to school, a parent or carer is expected to contact the school and explain the reason for absence. This should be done by phone or e-mail on the day, preferably before 9am. If parents / carers do not contact the school they will receive a text requesting that they do so. If a child is off for several days we need to be informed daily unless a reason has been given for a period of absence with a proposed date of return.

If a child is absent from school and the school has not been notified, an 'N' code will appear next to their name in the register until a reason for absence is given. Once a valid reason for absence has been given, the correct code is inserted into the register and the absence is then judged to be authorised.

If we do not receive a reason we will send out a letter, with a return slip to complete explaining why the child was absent. If parents / carers fail to give us a reason after being contacted, or if the reason for absence is not felt to be valid, then the absence will be recorded as unauthorised. Unauthorised absences will mean that a child's overall percentage attendance for that year will drop and may become a cause for concern.

Leave of Absences (this includes holidays) are **not** encouraged during term time and the school will **not** authorise absences due to them. Only in exceptional circumstances will a Leave of Absence be authorised and then only if the governors agree to the school doing so.

If you choose to take a Leave of Absence the school will contact the County Attendance Team Specialist Unit who may issue a penalty notice. This is in line with Section 444 of the Education Act, Local Authority

Guidelines and agreed School Policy. Any Leave of Absence in excess of 5 days (10 sessions) during term time is likely to be fined.

The penalty notice may be issued at a fine of £80 per parent/carer, per child if paid within 21 days. This would rise to £160 per parent/carer, per child, if paid between 21 in 28 days and could lead to further court proceedings if unpaid.

Parents or carers need to complete an official form in advance of a proposed Leave of Absence and return it to the Headteacher. If it is a holiday abroad being taken, we will request confirmation of the flight bookings showing the date of leaving and the return date. Leave of Absence during, or immediately before, assessment periods will **never** be authorised. (Please see Appendix 2 for an example of a Leave of Absence form).

Long-Term Absence due to Medical Reasons

For any absence due to medical reasons that exceeds 15 days the school will provide the resources to enable the child concerned to undertake remote learning. This will not involve live lessons but work will be posted via google classroom or Doodle. In addition packs will be sent home where needed. This will not apply if the child is in hospital but once they return home.

Recording Lateness

The school gates open at 8.40am each morning. All children should be present for registration which starts at 8.50am. If a child is not present for the register they will be marked as present but having arrived late. This will be recorded as an L if they arrive before 9am and a U if they arrive after that time up until 9.20am.

If a child arrives after 9.20am they will be recorded as absent for the morning and we will require a parent / carer to provide a valid reason for the lateness. This code will also have an effect on a child's overall attendance as it is classed as an unauthorised absence. It is therefore important that children arrive on time for school each day to ensure they are not receiving unauthorised marks on their attendance record.

If a child has a late mark next to their name (either a code 'L' or 'U') a text message will be sent to the parents / carers informing them that the school has recorded it and asking that in future the child arrives on time.

Teaching starts at 8:55am, meaning that if a child arrives for school late, they will be missing important aspects of their learning which the class teacher will **not** cover again. Children arriving into the classroom late not only impact negatively upon their own learning, but also disrupt the learning of the entire class. School staff are at the school gate every morning to talk to any parent who is arriving late for school with their children.

If a child is persistently late then parents will be contacted to meet with the Headteacher to discuss how the situation can be improved.

Attendance Monitoring

The expected level of attendance for a primary school pupil is 95%. King's Wood School has an electronic register system which is able to run off each pupil's individual attendance record at any given time.

Attendance figures are monitored daily at the school and if it is seen that a child's attendance percentage has dropped below 95% the parents / carers may be contacted. Every 5 weeks a further attendance check takes place and any child who has dropped below 95% during that period will receive a letter via email informing parents/carers that their child's attendance could become a cause of concern if it does not improve. (Appendix 3 pre-1a)

If a child's attendance does not improve and drops below 90% the parent/carers will be invited in for a support meeting (see Appendix 4).

If parents / carers do not engage with this meeting or attendance does not improve, a 1a letter, stating that attendance is too low and needs to improve to avoid further action will be sent (see Appendix 5). Attendance will be monitored for a further 3 weeks and absences may not be authorised unless some sort of medical evidence is provided. If attendance during this period improves, a 1b letter will be sent informing parents / carers that no further action will be taken at this time (see Appendix 6). If there is insufficient improvement parents will be invited to a Parental Contract Meeting (see Appendix 7).

A PCM is the first stage of the process which may lead to prosecution for failing to ensure a child attends school. During this meeting any barriers to attending are discussed and parents / carers sign a contract saying they will work with the school to improve the situation. Regular monitoring continues. A total of three PCMs take place.

At the final PCM we would hope attendance has improved and no further action is required. However, if this is not the case, parents/carers will be referred to the County Attendance Team. It is likely that an Irregular School Penalty Notice will be issued, this is a fine of £80 per parent, per child. However, this could rise up to £2,500 if not paid. No improvement at this stage leads to the parents/carers being invited to a pre-court meeting which may lead to prosecution.

Children whose attendance is causing concern may receive a home visit from the Family Liaison Manager on the first day of absence.

The procedure for addressing poor punctuality is similar. If it is felt to be a cause for concern, i.e. more than ten times in a half term, parents / carers will be contacted and asked to meet with the Headteacher and / or the Family Liaison Manager to discuss how it can be improved.

Reviewed November 2024

Appendix 1

«date_of_printing»

To the Parent/Carer of «forename» «surname»

Re Attendance

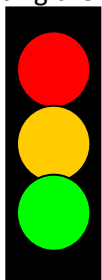
Pupil: «forename» «surname»

DoB: «date_of_birth»

«reg» «tutor»

At King's Wood School we track the attendance of all pupils by carrying out a regular monitoring programme.

Introducing the following traffic light system:



Red – Danger Zone – **Below 90%**

Amber – At Risk Zone – **90% - 94%**

Green – Safety Zone – **95% - 100%**

RED ZONE

All pupils whose attendance falls below 90% will be included in the Red Zone, this means a referral may be made to the county Attendance Team and legal action may be taken.

AMBER ZONE

Clear evidence shows pupils in the Amber Zone are at risk from under achieving so their attendance will be monitored closely and may lead to a referral to the County Attendance Team.

GREEN ZONE

All pupils whose attendance is above 95% are part of the Green Zone which recognises good to excellent attendance. Good attendance will help your chances of achieving your future goals.

Your child's attendance for Autumn Term 2022 was «percentage_attendance»% which means you are part of the Amber or Red Zone. Your child's attendance will continue to be monitored and we hope to see an improvement in the Spring Term.

OR

We are delighted to inform you that your child's attendance for Autumn Term 2022 was «percentage_attendance»% which means you are part of the Green Zone. Well done, and we hope your child continues to achieve.

Yours sincerely

J. Freeman

Mrs Freeman
Head Teacher



Appendix 2

Application for Leave of Absence from King's Wood School

Regulation 8 – Education (Pupil Registration) Regulations 1995

Child's name: Class: DOB:

Child's name: Class: DOB:

Child's name: Class: DOB:

Please list any siblings and the schools they attend:

.....

Parent's name(s):

Home address:

Post code:

Proposed dates of absence From: To:

Date your child will return to school:

If you choose to take the unauthorised leave I will contact the County Attendance Team Specialist Unit who may issue a penalty notice. This is in line with Section 444 of the Education Act, Local Authority Guidelines and agreed School Policy. Please note that information in regards to term time leave is available within the schools attendance policy and has been agreed by governors. Any leave in excess of 5 days term time is likely to be fined.

The penalty notice may be issued at a fine of £80 per parent/carer, per child if paid within 21 days. This would rise to £160 per parent/carer, per child, if paid between 21 in 28 days and could lead to further court proceedings if unpaid.

Please provide full details of reason for absence:

.....
.....

Signature of parent: Date:

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

***Please note, parents are expected to take
Family holidays/Leave of Absence
during school holidays.
Leave of Absence during term time cannot be authorised and may result in a
fine being issued.***



King's Wood School & Nursery
Hollis Road, High Wycombe, Buckinghamshire. HP13 7UN
e-mail: schooloffice@kingswood.bucks.sch.uk
www.kingswood.bucks.sch.uk
Tel: 01494 521401

Head Teacher: Mrs J Freeman

Date

Address

Dear

Re:

D.o.B:

I am writing to make you aware that attendance the last 5 weeks is%. This is low compared to an average attendance of 95%.

I will continue to monitor attendance for a further three weeks, during which time I expect to see an improvement.

Thank you for your cooperation with this matter.

Yours sincerely

J Freeman

Mrs J Freeman
Head Teacher

Date

Address

Dear <Parent/Carers name>

Attendance Support Meeting

Re: Pupil Class:

I would like to invite you in to meet with me on <insert date and time> to discuss <name's>attendance and offer any support that may be required with regards to this matter.

I look forward to meeting with you soon.

Yours sincerely

Mrs J Freeman

Head Teacher



King's Wood School & Nursery
Hollis Road, High Wycombe, Buckinghamshire. HP13 7UN
e-mail: schooloffice@kingswood.bucks.sch.uk
www.kingswood.bucks.sch.uk
Tel: 01494 521401
Head Teacher: Mrs J Freeman

«date_of_printing»

«salutation»

«address_block»

Dear «salutation»

Re: «forename» «surname»

DoB: «date_of_birth»

By law parents are responsible for ensuring their child's regular attendance. I am writing to you as «forename»'s attendance at school is currently irregular and therefore a cause for concern.

«forename»'s attendance has been monitored over the last five weeks and is currently only «percentage_attendance»%.

Every effort will be made to support «forename» if you feel «he_she» is experiencing significant difficulties that may impact upon «his_her» attendance. Should this be the case, please contact me to discuss the matter further. In the meantime I will continue to monitor «forename»'s attendance for a further three weeks, during which time I expect to see a significant improvement.

Only the Head Teacher has the authority to authorise absence, further absences may not be authorised without supporting evidence that your child was unable to attend school with good reason.

The Anti-Social Behaviour Act 2003 came into effect on 27 February 2004. Under Section 23 of this Act, the Education Act 1996 was amended with the introduction of two new subsections under Section 444 (subsections 444A & 444B) which has made it possible for Penalty Notices to be used as an alternative to prosecution in cases of unauthorised absence from school.

This means that Parents/carers may be subject to a fine of £60.00, per parent/carer, per child, if paid within 21 days rising to £120.00, per parent/carer, per child, if paid between 21 and 28 days, if their child is absent from school without a valid reason (i.e. the school does not approve the reason given for the absence).

Should «forename»'s attendance remain irregular during this time I will have no choice but to refer the matter to the County Attendance Team.

Yours sincerely

Mrs J Freeman
Head Teacher



King's Wood School & Nursery
Hollis Road, High Wycombe, Buckinghamshire. HP13 7UN
e-mail: schooloffice@kingswood.bucks.sch.uk
www.kingswood.bucks.sch.uk
Tel: 01494 521401

«date_of_printing»

«salutation»

«address_block»

Dear «salutation»

Re.: «forename» «surname»

DoB: «date_of_birth»

Further to the 1A attendance monitoring letter you were recently issued, I am pleased to inform you that following the **three**-week monitoring period, «forename»'s attendance has improved.

Given that «forename»'s attendance has improved, I will not be taking any further action on this occasion.

However, should «forename» attendance become irregular again during «his_her» **academic career**, I will have no alternative but to invite you to a Parenting Contract Meeting.

Yours sincerely

J Freeman

Mrs J Freeman
Head Teacher

Date:

Address:

Following concerns raised with you regarding..... attendance, King's Wood School² has requested the intervention of the County Attendance Team.

I would like to invite you and your child to attend a **Parenting Contract Meeting** on:

Date :

Time :

Venue : King's Wood School

The aim of this meeting is to explore the reasons behindirregular school attendance and to offer any support that may be required.

Whilst your involvement in a Parenting Contract Meeting is voluntary, you should be aware that if you decline the offer of support and both Lily and Riley's attendance remains irregular, the Local Authority may take formal action against you.

Section 7 of the Education Act 1996 states:-

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable-

(a) to his age, ability and aptitude, and

(b) to any special educational needs he/she may have;

either by regular attendance at school or otherwise.

Failure to do so may result in a Penalty Notice and/or Prosecution under Section 444 of the Education Act 1996, which if convicted could result in a maximum fine of £2,500 or a term of

imprisonment not exceeding 3 months.

Yours sincerely

Mrs J Freeman

Head Teacher