



Pupil Attendance Policy

Purpose Of Document

The purpose of this document is to set out clearly what we do through the use of a whole school approach to promoting regular attendance. An Attendance Policy is one that requires commitment from all staff employed within King's Infant School, together with governors, parents, pupils and other stakeholders.

Philosophy

King's Infant School is committed to providing a full and efficient educational experience to all pupils. It is an undisputed fact that poor attendance is one of the main factors in underachievement and therefore punctuality and good attendance is crucial to success. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of King's Infant School to celebrate achievement. Attendance is a critical factor to a productive and successful school career. King's Infant School will actively promote and encourage 100 per cent attendance for all our pupils. We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems, which affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

As a high achieving school, poor attendance, which is sustained over a period of time, will be a serious concern and ultimately could give rise to the pupil losing their place at school .

Procedure for persistent absence - pupils

Attendance figures will be shown on all pupil reports, transcripts and references.

Absence lists are generated by ISAMS every day.

Attendance reports with individual pupil data and cohort data is readily available on the ISAMS system and is monitored regularly by the Headteacher.

- The Headteacher will identify pupils with less than 90% attendance in a ½ term. This information will be passed onto .
- Parents will also be contacted and made aware of the situation.



- If a pupil's attendance falls below 90% for a second ½ term, parents will be invited into school for an interview with the KS Coordinator. At this point a formal letter of concern will be issued.
- If a pupil's attendance falls below 90% for a third ½ term, parents will be invited into college for an interview with the Head of Primary/Secondary. A written warning letter will be issued.
- If a pupil's attendance falls below 90% for a fourth ½ term, parents will be invited into college for an interview with the Headteacher to discuss the pupil's place at school. If the reason given for absence is unsatisfactory the pupil's place may be terminated.
- Pupils who fall below 90% attendance within any term may not be permitted to attend school trips or visits.

Role of the Parent;

1. ensure that their child arrives punctually at school
2. commit to supporting their child achieve 100% attendance
3. Request from the Headteacher any planned absence in advance
4. where possible avoid taking family holidays during term time that will result in their child missing valuable schooling
5. provide a signed note explaining any absence

Role of the Teacher;

1. complete an electronic register by 9.30 am each morning
2. follow up any pupil absence by collecting signed notes from parents – and inform the office to change code
3. challenge any pupils who are late and follow the procedure for late arrivals in accordance with the information laid out in both the pupil organiser and the staff handbook
4. monitor attendance figures on a weekly basis and identify any pupils who are regularly missing school or patterns noticed.
5. Promote and recognise positive attendance figures through assemblies and class time

Role of the Administration Staff * (see Addendum 1)

1. contact parents of any pupil who raises suspicion over their absence
2. send a second correspondence if an explanation has still not been received after three days of unexplained absence.(Form tutor/class teacher should inform you directly once an explanation has been received).
3. Continue to follow up any unexplained absences until a resolution has been forthcoming
4. enter onto system any attendance data that has been manually undertaken

Sign in & out procedure - pupils

Pupils must be signed in and out of school at the school office if they are arriving or leaving during the school day. Parents/Guardians **MUST** accompany their child to the school office in order to sign in or out. Pupils are not allowed to leave the school premises without an adult. **Pupils must sign in at the office if they arrive after 9.25am.**



Parents must hand in a request for absence form to the Headteacher in advance if they wish to excuse their child from a normal school working day. In most cases this will be authorised but parents will be advised if attendance is a concern. Parents have the right to make the ultimate decision on this matter.

Written by Kirsty Sharp: October 2016	
Approved: Approved	Next Review August 2017

* Addendum 1

Procedures for office staff following up daily absenteeism.

1. The absence list will be produced automatically at 9.20am on ISAMS. The default code for absenteeism 'O' will mean 'Unexplained Absence'.
2. Office staff will send an automatic email or SMS to all parents of children with this code by 9.30am.
3. At 10.00am, if the office staff has not received an explanation or reply they will start telephoning parents.
4. By 4.30pm if an explanation has not been forwarded for the child's absence, office staff will change the 'O' code to 'N', meaning 'No reason yet forwarded'
5. All 'N' codes will be checked by the Headteacher or Heads of School at the end of each day and notification sent by email.
6. Office staff will continue to telephone and send emails to parents of children with 'N' codes until a satisfactory reason has been received and the code changed.

CODES CURRENTLY IN USE

O	Unexplained Absence
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King's Infant School
The British School of Madrid
Chamartin

I	Illness
M	Medical/Dental Appointment
V	Educational Visit / Trip
E	Excluded
G	Not Agreed (unauthorised)
N	No reason yet provided (for office use only)
U	Late Unauthorised (after registration closed)
UA	Late Authorised (after registration closed)
UB	Late Bus (after registration closed)
C	Authorised Absence