



## 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.
- Once every half term any child whose attendance is above 95% can choose a prize from the 'lucky dip' bag. (Exceptions may be made if a child's attendance is below this but only in exceptional circumstances.)
- Children with termly attendance of 95% and above feature on our attendance display board in the school hall.
- At the end of each term, postcards and letters are sent out to families to recognise good attendance.
- Punctuality weeks are held every half term which celebrate being on time. Classes can achieve an award certificate for punctuality and compete to be the best class.

#### 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 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.

Holidays / leaves of absence are **not** encouraged during term time and the school will **not** authorise absences due to them. Only in exceptional circumstances will holidays be authorised and then only if the governors agree to the school doing so.

If you choose to take the unauthorised holiday / 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 holiday in excess of 5 days term time is likely to be fined.

The penalty notice may be issued at a fine of £60 per parent/carer, per child if paid within 21 days. This would rise to £120 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 holiday and return it to the Headteacher. Holidays during, or immediately before, assessment periods will **never** be authorised. (Please see Appendix 1 for an example of a leave of absence form).

### **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 arrives after 8.55am but before 9.20am they will be marked as present but having arrived late.

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.

Senior staff are on 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 after the close of the register at 8.55am then a referral for a Penalty Notice based solely on a U code may be issued. The threshold for persistently late is 10 sessions, these do not need to be consecutive.**

The penalty notice may be issued at a fine of £60 per parent/carer, per child if paid within 21 days. This would rise to £120 per parent/carer, per child, if paid between 21 in 28 days and could lead to further court proceedings if unpaid.

### **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 weekly 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 'traffic light' letter (Appendix 2) informing parents/carers that their child's attendance could become a cause of concern if it does not improve.

If a child's attendance does not improve, the parent/carer will receive a 1a letter (Appendix 3) stating that attendance is too low and needs to improve to avoid further action. Regular monitoring starts and absences may not be authorised unless some sort of medical evidence is provided. Children whose attendance is causing concern will receive a home visit from the Family Liaison Manager on the first day of absence.

If attendance continues to be poor the parents/carers are invited to a Parental Contract Meeting (PCM). This 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. 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 £60 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.

The procedure for addressing poor punctuality is similar. If it is felt to be a cause for concern, i.e. more than five 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 February 2022

**Appendix 1**



**Application for Leave of Absence from King's Wood School**

Regulation 8 – Education (Pupil Registration) Regulations 1995

**Child's name:** ..... **Class:** ..... **DOB:** .....

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**Child's name:** ..... **Class:** ..... **DOB:** .....

**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 holidays 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 £60 per parent/carer, per child if paid within 21 days. This would rise to £120 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.  
Holiday leave during term time cannot be authorised and may result in a fine being issued.***

Appendix 2



King's Wood School & Nursery  
Hollis Road, High Wycombe, Buckinghamshire. HP13 7UN  
e-mail: [schooloffice@kingswood.bucks.sch.uk](mailto:schooloffice@kingswood.bucks.sch.uk)  
Website: [www.kingswood.bucks.sch.uk](http://www.kingswood.bucks.sch.uk)  
Tel: 01494 521401

Head Teacher: Mrs J Freeman

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«date\_of\_printing»

«salutation»

«address\_block»

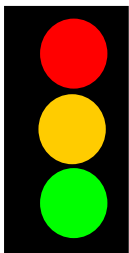
Dear «salutation»

Re: «forename» «surname»

Class: «tutor» «reg»

King's Wood is currently working very closely with the County Attendance Team to promote the importance of attending school regularly. We have introduced the Traffic Light System to monitor attendance and identify students who may need support.

Your child's attendance for the previous five weeks is in the following Zone:-



Red – Danger Zone – **Below 90%**

Amber – At Risk Zone – **90% - 94%**

Green – Safety Zone – **95% - 100%**


In order for «forename» to improve overall attendance we need the support of both parents/carers and students. You can help by:-

***Making sure your child goes to school and arrives on time.***

***Avoiding taking holidays in term time.***

***Arranging non-urgent medical and dental appointments for outside school hours.***

Parents whose child is on a red zone will be contacted by the Family Liaison Manager, Mrs Erika Searle. If however, your child is experiencing difficulties which affect school attendance, Mrs Searle is available to offer advice and support. You can also contact the school office or myself to make an appointment.

Yours sincerely

*J Freeman*

Mrs J Freeman  
Head Teacher

### Appendix 3



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

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«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**