

Keston Primary School



Attendance Policy

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Attendance and Punctuality

The Governors and staff at Keston Primary school believe that regular attendance and punctuality is essential to enable all pupils to gain maximum benefit from the educational opportunities that Keston provides. Any loss of time at school can adversely affect a child's attainment. It is the parent'/carers' responsibility to ensure that their child(ren) received full time education and we do all we can to ensure that children in our care achieve maximum possible attendance/punctuality. Any problems that prevent full attendance are acted on promptly. Pupils' good attendance and punctuality is celebrated at Keston encouraging a good work ethic.

School Procedures

- Children are not allowed on site before 08.45 am, unless they are attending breakfast club or a special school event, as there is no adult supervision.
- The doors open at 08.55 am for junior children and 09.00 am for infant children.
- The class teacher calls the register at the beginning of the morning and afternoon session.
- The teacher maintains a clear and accurate register. The class registers are checked daily by the school office staff.
- The register closes at 09.05 am all children who arrive after this time are late and recorded as (L) Children arriving between 09.00 am and 09.05 am are recorded by the office for safety reasons.
- A child who arrives after 09.30 am receives an unauthorised mark for the am session and coded as (U).
- Standard letters are used to follow up lateness and absenteeism (when attendance falls below 96%).
- Parents/carers are referred to the Education Welfare Officer who will work with the school, child and parent/carer to improve attendance or punctuality.
- Parents are encouraged to avoid arranging medical appointments for their child(ren) before morning and afternoon registration.
- The school will only authorise one day for religious observance.
- School finishes at 3.00 pm for infant children and 3.15 pm for junior children.

Absence

On a child's first day of absence, parents/carers are asked to notify the school office by leaving a message on the school's answerphone, sending an e-mail or by speaking to the office staff directly by 10.00 am. A first, second and fifth day calling service from the school office happens to alert parents that no reason has been given and to explain a child's absence. If no contact has been made by the week, ending Friday, a note is sent home to request further details. If this is not returned to the school by the following Friday then an (O) code is given to show an unauthorised absence. If our Attendance Officer notices a pattern of days absent or attendance falls below 92% then a meeting will be arranged with the Education Welfare Officer. All absences are recorded on the child's end of year report.

Leave of Absence

Holidays are expected to be taken during school holidays. There is no parental entitlement to take children on holiday during term-time and school holiday dates are published a year in advance. These are on our website and Fronter. The head teacher is unable to authorise any holiday during term-time except in exceptional circumstances.

If the head teacher is to review the holiday as exceptional circumstances then the following will be considered:

- The child's current attendance and punctuality record - 96% or above
- The age of the child (children aged 5-16 are legally required to attend school)
- The child's stage of education i.e. requests during SATs
- If previous requests have been made for leave
- If the pupils work and conduct are of an acceptable standard
- The nature of the request

A pupil who does not return from exceptional circumstances leave or who takes a holiday during term time will be referred to the Education Welfare Officer who may take action including:

- The issuing of a fixed penalty notice of £120.
- Prosecution for non-school attendance.

Punctuality

It is important that children arrive at school between 08.45 am and 08.55/09.00 am. Lateness causes disruption to the class and makes for a poor start to the day for the child. All late arrivals must sign the late book in the office area. Failure to do so means your child will remain absent on the school register and in the event of an emergency would be considered as absent. All incidents of lateness are also recorded in the class register.

Children who are not collected at the end of the school day are brought back to the School Office to wait in reception until authorised adult collects them. We shall attempt to make contact, first with parents, then with those listed as persons who may assume responsibility as listed on the child's Emergency Contact form. Parents/carers are expected to provide updated emergency contact numbers, email addresses, home address and names as and when they are changed. If no contact can be made by 4.00 pm the school will notify Social Services. Continual late collection could also result in a referral to our Education Welfare Officer or Social Services. If pupils are attending an afterschool club run by the school then we would expect them collected no later than 20 minutes after the club finishes.

Medical appointments & illness

We understand that children do become unwell and may be absent due to illness, however we ask that parents telephone or e-mail us and tell us if this is the case (01737 555103) or office@keston.croydon.sch.uk. If your child is ill for more than 3 days in a row then we require medical evidence in order to authorise any further days of absence.

If you do not call in or do not bring in medical evidence the absence is unauthorised and 5 or more unauthorised absences in a 6 week period may lead to a penalty notice of £60.

If you need to produce medical evidence in order for an absence to be authorised, we would like you to provide one of the following;

- A copy of an appointment card on or close to the date of absence
- A copy of any prescription issued on or close to the date of absence
- Evidence of any telephone consultation that you may have had - including the name of the doctor and the date and time of when the consultation took place

Please note that we do not expect health professionals to produce long medical reports or any paperwork over and above what would usually be generated by an appointment.

Changing Schools

It is important that if families decide to send the child/children in their care to a different school they inform Keston Primary school staff as soon as possible. A pupil will not be removed from this school roll until the following information has been received and investigated:

- The date the pupil will be leaving this school and starting the next
- The name and address of the new school; the new home address if it is known
- The school receiving communication from the new school that the child has now been enrolled there

The school will send an electronic copy of the pupil's school record, including attendance reports, to the new school to be followed by their paper file. If a parent/carer appears to have removed their child from school or the child has completely stopped attending without providing the above information, the family will be referred to either the Education Welfare Service, Local Authority or Social Services.