



Kimberley Primary and Nursery School

Attendance Policy

1. General Principles

The aim of this policy is to promote regular school attendance of Kimberley Primary and Nursery School pupils. We are committed to working with and supporting parents/carers and our pupils to ensure that every child achieves the highest level of attendance at school.

We believe all children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs they may have. Here at Kimberley Primary and Nursery School, we have a responsibility to monitor and promote regular attendance of pupils.

This policy seeks to ensure that all pupils receive a quality full-time education which maximises opportunities for every pupil to reach their full potential. Consistent attendance at school allows children to experience continuity in their learning, enables them to make a good level of progress and allows children to develop stable friendship groups within school.

2. Legal Requirements

Absence from school is a legal matter. It is the duty of those with parental responsibility of a child of school age to ensure he/she receives the appropriate full-time education. Parents whose children are on the school register have a duty to ensure that their children attend regularly and on time. If parents fail to do so, they can be taken to court for not fulfilling their legal responsibilities and this may result in a fine if the parent is found guilty. The decision to authorise absences is at the discretion of the head teacher. However, it is the role of the local authority to encourage and enforce the law on school attendance. Therefore, the local authority can instigate legal action.

3. Responsibilities

3.1 Parents and carers

Parents have a legal responsibility to ensure that their children attend school regularly and punctually.

What is expected of parents and carers with regard to attendance?

Parents and carers will:

- Keep requests for their child to be absent to a minimum;
- Provide a specific reason for their child's absence, preferably before or on the first day of absence (before 8:45am).
- Ensure their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn.
- Offer a reason for any lateness.
- Work closely with the school attendance officer to resolve any problems that may prevent their child from attending school regularly.
- Take family holidays during school holiday periods.
- Be aware of curriculum requirements and be especially vigilant regarding attendance during important academic times such as SATs or other curriculum testing periods.

3.2 School

Kimberley Primary and Nursery School has a statutory responsibility to record and monitor the attendance and punctuality of pupils for both morning and afternoon sessions.

What is expected at school with regard to attendance?

Kimberley Primary and Nursery school will:

- Create a school ethos that pupils want to be a part of.
- Meet the legal requirements as set out by the government and Local Authority. *(See appendix 1).*
- Give a high priority to attendance and punctuality.
- Develop procedures that enable the school to identify, follow up and record unauthorised absence and parent condoned absence with effective monitoring and intervention.
- Consistently record authorised and unauthorised absences within the guidance of the law.
- Develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance.
- Establish, encourage and maintain open communication between school and home.
- Establish and develop procedures for the reintegration of long term absentees.
- Develop procedures for formal referrals to Early Help.
- To adequately provide for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum.

3.3 The Local Authority

Nottinghamshire Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children.

What is expected of the school with regard to attendance?

- Family Service provides support to schools and parents to fulfil their legal duty. Family Service is the enforcement agency of the Local Authority and will support parents/carers to fulfil their role and will encourage close liaison with the school. Family Service may take a parent to court for not fulfilling their duty under section 444 of the Education Act 1996. The court may issue the parent with a fine and put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order

4. Policy Implementation – Please see Attendance Flow Chart

4.1 Attendance Registers

Each class uses an electronic attendance register which is completed at the beginning of the morning session at 8:45am and the afternoon session at 1:00pm. As part of Safeguarding procedures, attendance is monitored daily with phone calls made to understand unreported absences.

4.2 Recording Absences

Parents are required to notify the school to offer a reason for any period of absence, preferably before the absence or on the first day of absence before 8:45am. Parents should contact school by phone, letter or verbally. If the reason for absence is not known when the register is closed, the register should be recorded as 'N' (*Reason for absence not yet provided*), and unauthorised until the reason can be established. Once established, a record of the reason for the absence should be recorded on the electronic register.

Each child's annual report will show the total possible sessions the child could have attended in the year and how many authorised and unauthorised absences the child has had in the period. The school figures for absences also appear in the school prospectus and on the school website.

4.3 Recording Lateness

The children are expected to be in school between 8:30am and 8.45am; they go straight into their classroom. The morning register is opened at 8:45am and closes at 8:55am. Pupils who are not present at the start of the school day will initially be recorded as '**N**' (*reason for absence not yet provided*). If they arrive before 9:15am, this will be changed to '**L**' (*present, but late*). Children arriving after 9:15am will be recorded in the electronic register as '**U**' (*Unauthorised absence*). Lateness for any pupil will require a parental explanation in the late arrivals register at the main entrance. The Attendance Officer will keep this record and use it to monitor lateness. All reasons for lateness will be recorded on the electronic register and will be recorded as '**L**' (*present, but late*), '**U**' (*unauthorised absence*) or with another absence code if that is more appropriate.

4.4 Monitoring Attendance

The Attendance Officer will review the attendance of all the school's pupils on a regular basis and:

- Parents of children whose attendance falls below 96% per half term will be notified by letter informing them of the school's concerns and offering support to resolve any problems that may be impeding the child from attending. (*See Appendix 2 for standard letter*).
- Where there is still a concern between 14 days and anytime during the academic year, letter 2 will be sent and formal monitoring of attendance over 20 days will take place. (*See appendix 3 for standard letter*)
- Where there is still a concern during monitoring in the next 20 days after the second letter and absences have occurred, parents will be invited by letter to a meeting to discuss the issue and hopefully resolve any issues preventing the pupil from attending. An individual action plan, developed between the head teacher, attendance officer, parent and child will be set up to support better attendance. (*See appendix 4 for standard letter*).
- If the parent does not attend the meeting or after such meeting the attendance of the pupil does not improve, a request for a penalty notice will be made. (*See appendix 5 for standard letter*).
- Requests for time off of school will be made by parents using the forms provided in the main entrance. However, requests will only be granted in exceptional circumstances. (*See appendix 5 for standard letter.*)
- Where significant concerns remain about attendance or a concerning pattern of attendance occurs suddenly, some steps in this process maybe missed in order to ensure that support is given to the family promptly.

4.5 Monitoring Punctuality

The Attendance Officer will review late arrivals of all of the school's pupils on a regular basis and:

- Parents of pupils who arrive late before the register closes will be notified by text informing them of the school's concern and reminding them of school expectations of punctuality. (*See Appendix 6 for standard text*).
- Parents of pupils who arrive late after the register closes will be notified by text informing them of the school's concern and reminding them of school expectations of punctuality. If a pupil arrives late after the close of register more than 3 times over a three week period, their parents will be notified by letter informing them of the school's concerns and offering support to resolve any problems that may be impeding the child from attending school punctually. (*See Appendix 7 for standard letter*).

5. Promoting good attendance and punctuality

5.1 Strategies

Here at Kimberley Primary and Nursery school we use a variety of strategies to encourage attendance, including:

- Class teachers will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.
- Pupil attendance figures will be published with the annual academic reports.
- Pupil awareness of the importance of good attendance and punctuality in helping them to access their right to education will be discussed regularly in assemblies and in class.
- Parents will be reminded regularly in newsletters about the importance of good attendance and punctuality.
- A member of the school's senior leadership team will greet children and parents in the mornings on the playground

5.2 Incentives

Weekly

- Each Friday the class with the best attendance, in each key stage, for the previous week will receive the Attendance Mascot to keep in their classroom throughout the following week. They will be 'Class of the Week' and this will be showcased in the weekly newsletter and on the attendance board in school.
- Weekly class attendance certificates can be saved and used to 'pay' for rewards at Kimberley Café (rewards to be decided by School Council).

Termly

- Bronze, silver and gold certificates will be given to children with 96%, 98% and 100% respectively over each term.

Annual

- 100% certificates for the year for individual children.

Appendix 1 – attendance expectations

Above 97%	<i>Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education.</i>
95%	<i>Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education.</i>
90%	<i>19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.</i> <i>Request for penalty notice could be considered</i>
85%	<i>29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.</i> <i>Parents of children's who's attendance dips below 85% can expect to be contacted by the head teacher and possibly have the circumstances surrounding their absence investigated by a member of the local authority.</i> <i>Request for penalty notice will be likely</i>
80%	<i>Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.</i> <i>Request for penalty notice will take place</i>

Appendix 2 – Poor Attendance Notice 1



Kimberley Primary & Nursery School
Swingate, Kimberley, Nottingham.
NG16 2PG.
Tel: 0115 9385050
www.kimberleyprimary.org.uk
Email: office@kimberleyprimary.org
Acting Head Teacher: Mrs Tracey Harlin



Date

Dear parent/carers of

You may be aware that we are monitored on attendance in school and indeed have to set a target each year with the Local Authority. Our target is 96% attendance which is in line with the national average.

I am writing to all parents of children who have attendance of less than 96% so far this academic year.

The reasons for lower than average attendance may well be because of an unlucky run of illness or hospitalisation and we fully understand this. The purpose of this letter is not to alarm you but to keep you informed and also to ask if there are any other problems or difficulties so that we can work in partnership with you to improve your child's attendance.

Yours sincerely

Mrs Tracey Harlin
Acting Headteacher

Attendance Summary

Appendix 3 – Continued Poor Attendance – letter 2



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Acting Head Teacher: Mrs Tracey Harlin



Date

Dear

I wrote to you last half-term regarding your child's attendance which was below the target of 96%. we are concerned that your child's attendance has not improved over the last few weeks.

Although we understand that there may be a number of reasons for this, we will need to monitor _____'s attendance over the next 20 days. If attendance remains below 96%, we will arrange to meet with you to discuss support that we can offer to both you and your child.

Yours sincerely

Mrs Tracey Harlin
Acting Headteacher

Attendance summary

Appendix 4 – Attendance after monitoring letter 3



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Date

Dear parent/carer of

Over the last 20 days, we have monitored _____ attendance as per our previous correspondence and our registers show that it remains below the target of 96%. We would like to arrange a meeting with you to discuss strategies and support we can offer to enable your child to attend school regularly. Please could you contact the office to arrange a mutually agreed time to do this as soon as possible.

Until this meeting takes place, we will be unable to authorise any more absence and this may trigger a referral to the family service with regard to attendance. This could, in turn, lead to a penalty notice being issued under Section 444(1) of the Education Act 1996, which refers to your responsibility for ensuring your child attends school regularly.

I look forward to meeting with you in order that we can work together to improve _____ attendance.

Yours sincerely

Mrs Tracey Harlin
Acting Headteacher

Attendance Summary

Appendix 5 – Referral to family service



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Date

REFERRAL TO SPECIALIST FAMILY SUPPORT SERVICE

Dear

Child: (DOB:)

Following an attendance monitoring period and the implementation of an Individual Attendance Action Plan, our registers indicate that **(insert name)** attendance is **(insert percentage)** which continues to be below the minimum expectation of 96%.

You, as parent, have a legal responsibility under Section 444(1) of the Education Act 1996, for ensuring your child attends school regularly.

As there has been no significant improvement in attendance, we are referring **(insert name)** attendance record to Specialist Family Support Services and will be requesting a penalty notice to be issued under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child.

Yours sincerely

Mrs Tracey Harlin
Acting Headteacher

Appendix 6 – Standard Text for Late Arrivals

Your ***(Insert Year Group)*** child was late to class this morning. Please ensure they are on school grounds from 8.30am to begin work promptly at 8.45am.

Appendix 7 – Standard Text for Late Arrivals

Name of child is not in school today. Please can you let us know the reason for their absence as soon as possible.

Appendix 8 – Standard Letter for Late Arrivals



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Date:

NOTIFICATION OF PERSISTENT LATE ARRIVALS

Dear

Child: (DOB:)

Following an attendance monitoring period, our registers indicate that **(insert name)** has been late after the close of register three times in the past three weeks.

Children should be on the school grounds at 8:40am ready for the start of the school day at 8:45am. The start of the school day is a vital time that enables the children to respond to marking from the previous day and extend their learning. Lessons begin as soon as the children step foot in the classroom and are taught at a fast pace which means your child is missing out on vitally important information and teaching.

We respectfully request that you ensure your child is on time for school every day so that they benefit fully from their time in school.

A copy of this letter will be placed in **(insert name)** record and will transfer when he/she leaves the school.

Yours sincerely

Mrs Tracey Harlin
Acting Head Teacher

Appendix 8 – *Unauthorised absence enquiry letter*



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Date:

Unauthorised Absence

Dear

Child:

Following an attendance monitoring period over the last half term, our registers indicate that _____ was absent on _____. As a reason was not provided for the absence, we have not been able to authorise this absence. Please fill in the attached form to enable us to update our registers and ensure your child's absence is authorised.

Yours sincerely

Mrs Tracey Harlin
Acting Headteacher

Class _____

My child, _____, was absent from school on _____ due to

Parent/carer signature: _____

Date: _____

Appendix 9 – *Unauthorised holiday 3 days or less*



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Date:

HOLIDAY REQUEST ACKNOWLEDGEMENT

Dear

Child:

I am writing to acknowledge our receipt of your recent holiday request form.

It is the policy of Nottinghamshire Local Authority to deny requests for time off of school unless the circumstances are exceptional. A family holiday is not an exceptional circumstance, therefore we are unable to authorise your child's absence during the period requested. As the period of time requested is three days or less, we will not be referring this to the Local Authority to seek a penalty notice.

Yours sincerely

Mrs Tracey Harlin

Acting Headteacher

Appendix 10 – Unauthorised holiday 4 days or more



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Acting Head Teacher: Mrs Tracey Harlin



[[title]] [[addressee]]
[[address]]

[[date]]

Dear [[title]] [[addressee]]

PENALTY NOTICE WARNING [[firstname]] [[surname]] [[dob]]

I note your application to take [[firstname]] [[surname]] out of education for a holiday [[listofdates]]. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances.

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

If you do remove [[firstname]] from school for the period stated in your application we will refer the matter to the local authority who may issue a penalty notice.

Yours sincerely

Mrs Tracey Harlin
Acting Headteacher

Appendix 11 – Authorised holiday letter



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Acting Head Teacher: Mrs Tracey Harlin



[[date]]

HOLIDAY REQUEST AUTHORISATION

Dear [[customfields_salutation]]

Child: [[firstname]] [[surname]] (DOB:) [[dob]]

I am writing to acknowledge our receipt of your recent holiday request form.
We have reviewed your holiday request and will be able to authorise it due to the exceptional circumstances you have highlighted.

Yours sincerely

Mrs Tracey Harlin
Acting Headteacher

Appendix 12 – Suspected Unauthorised holiday letter



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www.kimberleyprimary.org.uk
Email: office@kimberleyprimary.org
Acting Head Teacher: Mrs Tracey Harlin



[[date]]

Dear [[customfields_salutation]]

Penalty Notice Warning

I am writing to you regarding [[firstname]] [[surname]] absence from school which began on [[startdate]] and finished on [[enddate]]. We have reason to believe that this was an unauthorised holiday taken by your family.

It is the policy of Nottinghamshire Local Authority to deny requests for time off of school unless the circumstances are exceptional. A family holiday is not an exceptional circumstance, therefore we are unable to authorise your child's absence during the period detailed above.

An unauthorised leave of absence of more than 3 days/6 sessions (over a 6 week rolling period) for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £120 for each child who is absent. The fines can be issued to both parents for each child.

As you removed [[firstname]] from school for the period stated above, we will refer the matter to the local authority who may issue a penalty notice.

Yours sincerely

Mrs Tracey Harlin
Acting Headteacher

Appendix 13 – Unauthorised holiday – under statutory school age



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Acting Head Teacher: Mrs Tracey Harlin



[[date]]:

HOLIDAY REQUEST ACKNOWLEDGEMENT

Dear [[customfields_salutation]]

Child: [[firstname]] [[surname]], Date of Birth: [[dob]]

I am writing to acknowledge our receipt of your recent holiday request form.

It is the policy of Nottinghamshire Local Authority to deny requests for time off of school unless the circumstances are exceptional. A family holiday is not an exceptional circumstance, therefore we are unable to authorise your child's absence during the period requested. As your child is under statutory school age, we will **not** be referring this to the Local Authority to seek a penalty notice.

Yours sincerely

Mrs Tracey Harlin
Acting Headteacher

Appendix 14 – criteria for achieving an attendance certificate

Attendance Percentage	Attendance Level	Reward
100%	Outstanding	Gold Certificate
98% - 99.9%	Excellent	Silver Certificate
96% - 97.9%	Good	Bronze Certificate

Signed:
(Headteacher)

Signed:
(Chair of Governors)
Updated September 2022

This policy will be reviewed in September 2023

Kimberley Primary School

Attendance Policy (January 2021) Flow Diagram

