

Attendance at school and Registration of pupils

Committee ownership for this policy:	FGB
Must be approved by FGB:	Y
Required by: 1 / 2 <ul style="list-style-type: none"> Where 1 is indicated, the requirement is statutory Where 2 is indicated, the requirement is recommended 	1
Frequency of review:	Annually
Date last reviewed:	Autumn term 2018
Date of next review:	Autumn term 2019
Display on website:	Y
Purpose:	The purpose of this policy is to clarify the processes and procedures used to ensure good punctuality and attendance. It clarifies the responsibilities of the parents, the school and the Local Authority
Consultation:	All staff and governors
Links with other policies:	<ul style="list-style-type: none"> Whole school vision statement Equality of Opportunity Policy Inclusion Policy Behaviour and anti-bullying policy (Exclusion procedures)

There is a statutory requirement for schools to maintain attendance registers showing the attendance of pupils at each session when the school is open to pupils and to show a distinction between 'authorised' and 'unauthorised' absence.

When children miss school, teachers need to break from their plans and re-teach certain aspects, which can hold-up the learning of others. If a child has a special educational need, the effects can be even greater. It is statistically proven that low attendance equates to lower attainment and progress in the vast majority of cases. When a child misses school, the repercussions are far greater than just their own education.

By law, all children between the ages of 5 and 16 years are required to attend school. Research has shown that attendance has a direct link to attainment. Punctuality, as well as attendance, plays an important role in the progress of children within school.

At Kew Riverside we reward good attendance with certificates which are given to the children at the end of each term. Certificates are awarded for 100% attendance. An overall 100% attendance certificate is awarded to children who achieve this for the whole year. Attendance forms part of the Head Teacher's Award in Years 4, 5 & 6.

Each week the class/es with the best punctuality and attendance will be presented with a certificate in Friday's Achievement Assembly.

If a request is made by a parent or carer for a term-time holiday, it will be declined. There are certain exceptional circumstances for term-time absence in which permission may be granted at the discretion of the Headteacher. These will be treated on a case-by-case basis. If parents or carers opt to take their children out of school during term time, this is classified as unauthorised.

The attendance target for each child at Kew Riverside Primary School is at least 96%. If a child's authorised or unauthorised absences cause their attendance to fall below 90%, this will be identified as 'persistent absenteeism' and the school will write to the parent/carer to inform them and suggest ways forward to improve the child's attendance. The school has a legal obligation to inform the Educational Welfare Officer (EWO) of any persistent absenteeism on a termly basis and, where necessary, a child will be referred to the Educational Welfare Service and monitored by the EWO on an individual basis.

In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a child's individual needs, for example where a medical condition prevents a child from attending full-time.

Responsibilities of parents

- By law, parents are responsible for ensuring that children of compulsory school age receive full time education.
- Where the child is registered at school, the law requires regular attendance. This means attending school punctually every day during term time.
- When a child is absent from school, it is the parents' responsibility to contact the school on the first day of absence with the reason for absence and to keep the school updated.
- The school operates a **'first day calling'** system whereby the office will call home if a child is not in school by 9:30am and has not received a message about the child's absence from the parent or carer.
- The school gates are open from 8.30am during term time for the start of the school day. Classroom doors open at 8.50am and close at 8.55am by which time your child must be inside their respective classroom.
- The register is closed each day at 9.30am. If your child arrives at school after 8.55am but before 9.30am this is classed as 'late before register closes' which counts as a late mark. Children arriving after 9.30am are classed as 'late after register closes' which counts as one session of unauthorised absence.
- Requests for any absence other than illness or medical appointments must be made by completing the school's 'request for absence' form from the school website.
- Holidays should not be taken during term time. These absences will always be unauthorised.
- Parents should inform the school of medical/dental appointments in advance.

Responsibilities of the School

- The school endeavours to maintain close, effective and positive links with parents. At the beginning of the school year parents are informed of the school's expectations regarding punctuality and attendance through the home-school agreement.
- Class teachers are responsible for marking the register at the beginning of the morning and afternoon sessions. The office keeps punctuality and

attendance records and the Deputy Head monitors attendance on a half-termly cycle as required by the Education Welfare Service.

- Religious observance for the main religious festivals will be authorised at the discretion of the Head Teacher. Written notice for these absences is required in advance.
- Absence is authorised for illness and medical/dental appointments that unavoidably fall in school time.
- Absence is authorised in exceptional circumstances (for example the death of a close family member) and this will be at the discretion of the Head Teacher
- The school will authorise recognised external tests such as musical instrument or dance grade examinations. In most cases absence from school would be expected to be a maximum of 2 hours.
- In Year 6 children will be allowed two authorised absences of half a day each to visit secondary schools. However wherever possible, parents are encouraged to take their children to evening open events. Absence for entrance exams and interviews will be authorised. Parents are required to put these requests in writing to the Head Teacher.
- If a child's persistent absence is due to illness/medical conditions, the school may ask for written confirmation of clinic appointments etc. This may be in the form of appointment letters, cards or texts.
- If a child is absent from school without any explanation the school will attempt to contact the parent/carer of the child **daily** and request an explanation for the absence (by phone or email). Due to the fact that children in Year 5 and 6 may walk to and from school, contacts will receive a call by 9.30am if they have not arrived at school.
- If the parent/carer is not contactable the school will attempt to contact the child's emergency contact(s). During this time, the headteacher or school representative may undertake a home visit to check on the safety of the child.
- If a child is absent for five consecutive days without any explanation and parents/emergency contacts have not been contactable, the school is required to make a referral to Richmond and Kingston's Children's Services team - the Single Point of Access (SPA) as a potential case of Child Missing Education (CME)
- If a child moves schools, the Headteacher will request a meeting with parents to discuss the reasons for leaving. A primary transfer form will need to be completed by parents and the school. The child will not be taken off role until there is confirmation in writing from the new school

that the child has started. NB this includes confirmation from schools abroad. Without this confirmation, the school will make a referral to Richmond and Kingston's Children's Services team - the Single Point of Access (SPA) as a potential case of Child Missing Education (CME).

- If parent(s) take their children out of school because they wish to pursue Elective Home Education (EHE), the school will request that parents put this in writing to the Headteacher and the school will then make a referral to the Education Welfare Service (EWS), who will contact parents.

Responsibility of Local Authority

The Education Welfare Service has the statutory responsibility for monitoring the attendance of all pupils who attend schools within the London Borough of Richmond upon Thames.

All schools receive the support of an allocated officer. A range of indicators that reflect the needs of each school determines the identified allocation of time available from the service. The aim of the service is to identify personal and/or social issues that may affect the attendance, progress and well being of children and young people.

The Education Welfare Officer for Kew Riverside is **Julie Miller**.